

Eaglesfield Village Hall: Special Conditions of Hire During COVID-19

(Note: These conditions are to be read in conjunctions with the Eaglesfield Village Hall COVID-19 Secure Guidelines and Risk Assessment. (They may be amended to follow any new Government Guidelines or Regulations)

1. You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the attached poster, which is also displayed in the hall entrance, in particular using the hand sanitisers supplied when entering and exiting the hall or after using tissues, regular hand washing/cleaning and also the wearing of face coverings (if required by new government regulations).
2. You undertake to comply with the actions identified in the Hall's risk assessment, of which you have been supplied with a copy.
3. You will be responsible for the cleaning of door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organization arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.
4. You will fill in the Village Hall cleaning log, located on the noticeboard entering the main hall, to record the date and time that you completed the cleaning for your hire session. (The Hall Cleaner will also record the date/time that she completes her routine cleaning of the Hall).
5. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 in the last 10 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact with.
6. Where a sport, exercise, or performing art activity takes place you will organize your activity in accordance with the guidance issued by any relevant governing body for that activity. Where relevant, you should ask those attending your session to bring their own exercise equipment, which should not be shared with others in the group or left in any of the village hall storerooms or cupboards. The individual user should clean their equipment, before and after each session.
7. In order to minimize risks you will encourage users to bring their own personal hand gel or antiseptic hand wipes and tissues to use in addition to that provided at the Hall entrance and exit points. To minimise the use of the kitchen, users should be encouraged to bring their own drinks and food if needed. If the kitchen is used then the hirer will be responsible for ensuring that only one person uses the kitchen at any one time and that all crockery

and cutlery which is used is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels to reduce the risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

8. You will keep the premises well ventilated throughout your hire, with windows and doors open as far is convenient and safe. You will be responsible for ensuring they are all securely closed on leaving
9. You are asked to make a record of the names and contact telephone numbers or email addresses of all those who attend your activity or event and keep this for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required. (People are not obliged by law to provide details)
10. You will ensure that no more than 18 people attend your activity if they are seated or standing for that activity. For activities such as yoga, pilates or exercise groups requiring the use of more floor space per individual, then that number will be lower and will have been assessed and agreed with the Hall Management Committee to ensure 2 m social distancing is maintained.
11. You will ensure that people attending your activity or event, maintain social distancing of 2m as far as possible or 1m plus mitigation measures in more confined areas (eg moving and stowing equipment, accessing the toilets, using the kitchen etc) which should be kept as brief as possible. Social distancing should be maintained whilst waiting to enter the premises, and where possible using a one way system to enter through the main doors of the Village Hall and after finishing the activity/event by leaving by the fire doors in the main hall.
12. You will take particular care to ensure social distancing is maintained for any persons aged 70 or over or with medical conditions likely to make them more vulnerable to COVID-19. This would include ensuring 2m social distancing is maintained around them at all times or they are allowed to access other more restricted spaces alone- eg: kitchen, toilets etc.
13. You will position furniture or equipment to facilitate social distancing of 2m between individual people (or groups of up to two households), ensuring good ventilation or seating people/groups side by side rather than face to face. If tables are being used these should be spaced or arranged in a way to maintain social distancing across the tables (using a wide U-shape etc).
14. In order to avoid the risk of aerosol or droplet transmission, you must take steps to avoid people needing to unduly raise their voices to each other: eg refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
15. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided (located in the kitchen) and these should be either taken away from the hall or placed in the rubbish/refuse bin located outside the hall.

16. We will have the right to close the hall if there are safety concerns relating to COVID-19. For example, if someone who has attended the hall develops symptoms and a thorough cleansing of the hall is required or if it reported that the Special Hiring Conditions are not being complied with, whether by you or other hirers, or in the event that public buildings are asked or required to close again. If this is necessary we will inform you promptly and you will not be charged for this hire.
17. If in the event of someone becoming unwell with suspected COVID-19 symptoms, whilst at the Hall, you should send them home immediately. If they cannot be transported home promptly, then they should be removed to the designated safe area within the Hall to wait, which is the Disabled Toilet. Here there is a COVID-19 First Aid Box and a COVID-19 Treatment Plan. The First Aid Box contains protective equipment and antiseptics/disinfectants, as well as waste bags to dispose of any soiled or dirty items like paper towels, masks etc. Make sure you have all the contact details of your group and ask them to leave the premises after observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they get home. Please then inform the Booking Secretary or Village Hall Chairman to alert them to the incident as they will need to organize a deep clean of the hall and disposal of any soiled items.

Booking secretary: Shauna Bailey: 01900 826539
Chairman: David Clarkson: 07598 268 523.

I agree with these Special Conditions of Hire of Eaglesfield Village Hall, during COVID-19.

Name of Session:

Name of Hirer:

Signature:

Date:

Thank you for cooperating with these Special Conditions of Hire.
David Clarkson, Chairman, Eaglesfield Village Hall Management Committee