



Appendix E: West Hill Village Hall Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire

SC1:

You, the hirer, will be responsible for ensuring 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 at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

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 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow fresh air in. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one way system with the premises, and as far as possible observe measures such as face coverings when using more confined areas e.g. moving and stowing equipment, accessing toilets and kitchens.

SC7:

You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they



can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

SC8:

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face to face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9:

You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking anyone who attends your activity or event to use the NHS QR poster at the room entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

A rubbish bin and a supply of bin bags will be provided in each room. You will be responsible for emptying the bin in the room hired and taking away with you when you leave the hall all rubbish created during your hire, including tissues and cleaning cloths.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC12:

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 thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the ground floor disabled toilet. A COVID-19 first response kit will be stored in there. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the



usual hand sanitising precautions, and advise them to launder their clothes when they arrive home. Inform the Hall Administrator Sarah Woolfries on Tel: 01404 8142160.

SC14:

Other special points as follows:

- Where a Sports, exercise or performing arts activity takes place you will organise it in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for your sport or activity.
- Where a group uses their own equipment do not share it with other members.
- Avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you do provide is cleaned before use and before being stored in the hall's cupboards.

SC15:

You will encourage all those attending your activity to wear a face when using confined areas such as toilets, kitchen and corridors, for the safety of other.