

Puncknowle, Swyre and West Bexington Village Hall

Special Terms and Conditions of Hire

During the COVID Pandemic

This is an addendum to the Terms and Conditions of Hire of the Village Hall providing special conditions of hire during the COVID pandemic. The conditions are supplemental to, but not a replacement of the Puncknowle, Swyre and West Bexington Village Hall standard Terms and Conditions of Hire. If the Hirer is in any doubt about the meaning of the following, the Village Hall Management Committee ("Management Committee") should be consulted.

Special Condition 1

The Hirer is responsible for ensuring that all those attending the activity or event comply with all COVID 19 legislation and related guidance issued by the Government, Local Authority and relevant Sports Governing Bodies that is in force at the time of hire.

Special Condition 2

The Hirer is responsible for ensuring that those attending the activity or event comply with the COVID 19 secure guidelines while entering, occupying and exiting the Village Hall as detailed in Appendix A to this document. This is also displayed at the Hall entrance.

Special Condition 3

The Hirer must comply with the actions identified in the Village Hall's Risk Assessment. See Appendix B to this document.

Special Condition 4

The Hirer must ensure that everyone likely to attend your event understands that they **MUST NOT DO SO** if they, or anyone in their household has had COVID 19 symptoms in the preceding 7 days, or have been otherwise advised to self-isolate. If an individual attending your event develops COVID 19 symptoms within 7 days of the event they **MUST** use the NHS Test, Track and Trace system to alert others with whom they have been in contact. They must also immediately inform the Management Committee.

Special Condition 5

The Hirer must keep a record of all attendees to the event or activity, including their contact telephone number or email for purposes of the NHS Test, Track and Trace system in accordance with Public Health Regulations. This information should be retained for a minimum of 21 days and stored securely either electronically or in writing to comply with General Data Protection Regulations.

Special Condition 6

If someone attending the event or activity becomes unwell with COVID 19 symptoms while on the premises you must advise them to go home immediately. Other attendees must leave the premises, observing hand sanitising and social distancing precautions. Additionally attendees should be advised to launder their clothes as soon as possible. The Hirer must inform the Management Committee of any such incident.

Special Condition 7

The Management Committee reserves the right to close the premises if there are safety concerns relating to COVID 19. This may include, but is not limited to, compulsory Government or Local Authority 'lockdown', deep cleaning requirements, or quarantining. In such circumstances the Management Committee will inform the Hirer promptly and any hire charge will be waived.

Special Condition 8

The Hirer must ensure that:

- social distancing guidance that is in force at the time of hire is strictly adhered to and the number of people or groups attending the event or activity do not breach the maximum allowed for the event or activity
- social distancing is observed when entering and exiting or moving around the premises.

Special Condition 9

The Hirer is responsible for cleaning door handles, light switches, window catches, curtain pulleys, equipment, table, chairs, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire **before** other members of your group or organisation arrive and to keep the premises clean and sanitised by regular cleaning and sanitisation during the hire. Cleaning and sanitisation products will be supplied for this purpose. The Hirer will also be required to clean and sanitise all surfaces and equipment used before leaving the Village Hall.

Special Condition 10

The Hirer must keep the premises well ventilated throughout the event or activity, with windows and doors left open as far as convenient. The Hirer will be responsible for ensuring the Village Hall is fully secured on leaving.

Special Condition 11

The Hirer must ensure that furniture and arrangements in the Village Hall facilitate social distancing of 2 meters between individual people or groups of 6 or less people or 1 meter with mitigation measures such as, seating people side by side, with at least one empty chair/space between each person or support bubble, requiring face coverings and good ventilation. If tables are being used, you must place them to maintain social distancing between people who may be face to face, e.g. using a wide U-shape.

Special Condition 12

The Hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, using the rubbish bags provided.

Special Condition 13

Where required, the Hirer will ask users to bring their own drinks and food. None of the Village Hall's crockery or glassware can be used unless by prior written consent agreed at the time of booking.

Special Condition 14

To avoid the risk of aerosol or droplet transmission, the Hirer must ensure that people attending avoid the need to unduly raise their voices e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

APPENDIX A: COVID SECURE GUIDELINES

HELP KEEP THIS HALL COVID-19 SECURE

You must not enter if you or anyone in your household has COVID-19 symptoms.

If you develop COVID-19 symptoms within 48 hours of visiting these premises alert NHS Test and Trace. Alert the Event/Activity Organiser and the Village Hall Management Committee. You **MUST** get a COVID-19 antigen test.

Maintain 2 metres social distancing as far as possible:

Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.

Avoid touching your face, nose, or eyes. Clean your hands if you do.

Wear face coverings unless exempted by the Event/Activity

“Catch it, Bin it, Kill it”

Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

Check the Event/Activity organiser has cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean.

Take turns to use confined spaces such as the kitchen, lobby, storage and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

Keep the hall well ventilated. Close doors and windows on leaving.

Wash your clothes when you get home to reduce risk of transmission.

APPENDIX B: RISK ASSESSMENT

The following document is the Puncknowle, Swyre and West Bexington Village Hall COVID 19 Risk Assessment. It aims to identify risks associated with the spread of COVID 19 and actions taken to mitigate or eliminate the risk. This document may need to be updated in light of new government advice and should be read in conjunction with relevant legislation and guidance.

| Area of Risk | Risk identified | Actions to mitigate risk | Notes |
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| Staff, contractors and volunteers Identify work activity or situations that might cause transmission of the virus and likelihood of exposure | Cleaning surfaces that are potentially infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with COVID 19 on the premises. Attendance of maintenance workers. | COVID 19 Secure posters at main entrance and throughout the Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own PPE. Checklist of cleaning requirements provided to the cleaner. Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required. | |
| Staff, contractors and volunteers Identify who could be at risk and the likelihood that staff/volunteers could be exposed. | Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks at risk of exposure in the event a person carrying the virus has entered the premises or falls ill. | Discuss with staff/volunteers that may be vulnerable or over 70 to identify whether provision of PPE is sufficient to mitigate their risks, or whether they should cease such work for the time being. Advise contractors to follow the guidance issued by their organisation. | Staff , contractors and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. . |

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| Lobby | <p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> | <p>Door handles and light switches, to be cleaned by Hirer before any Event/Activity</p> <p>Hand sanitiser to be provided at the main entrance and within the main hall, toilets and kitchen.</p> | <p>Provision of sanitiser and cleaning materials to be checked regularly</p> |
| Main Hall | <p>Door handles, light switches, window catches, curtain pulleys, tables and chairs in use</p> | <p>Door handles and light switches, etc. to be cleaned by Hirer before any Event/Activity</p> <p>Hand sanitiser to be provided at the main entrance and within the main hall, toilets and kitchen.</p> | <p>Provision of sanitiser and cleaning materials to be checked regularly</p> |
| Kitchen | <p>Social distancing more difficult.</p> <p>Door handles, light switches, working surfaces, sinks, cupboard/drawer handles in use</p> <p>Cooker, fridge freezer and microwave in use</p> <p>Kettles/hot water heater in use</p> | <p>Kitchen will only be hired in exceptional circumstances and Hirer will be required to undertake their own Risk Assessment for the Event/Activity and thoroughly clean the area and equipment after the event/activity.</p> | <p>Written agreement on the required arrangements for the hire of the Kitchen must be obtained at the time of booking.</p> |
| Storage Area | <p>Social distancing more difficult</p> <p>Door handles and light switch</p> <p>Tables, chairs and storage trolleys</p> | <p>Hirer to control numbers accessing the Storage Area with attention to social distancing</p> <p>Doors and light switches to be cleaned by the Hirer if the Storage Area is accessed</p> | |
| Toilets | <p>Social distancing difficult where users requires an attendant</p> <p>Door handles, light switches, basins, toilet handles and seats in use</p> | <p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive and after the event/activity.</p> <p>COVID 19 Secure posters in toilets</p> | <p>Provision of paper towels, sanitiser and cleaning materials to be checked regularly</p> |

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| <p>Social distancing requirements</p> | <p>Lack of observation of COVID 19 social distancing requirements by attendees at events/activities</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an event/activity</p> | <p>Hirers are required to read and confirm their understanding of the Terms and Conditions of Hire and Special Terms and Conditions During the COVID 19 Pandemic.</p> <p>Hirers are required to limit group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</p> <p>Hirers are required to read and confirm their understanding of the isolation and reporting requirements in the event that an attendee falls ill or tests positive for COVID 19</p> | <p>Terms and Conditions and Special Conditions of Hire must be sent with Booking Forms and Hirer to confirm that their agreement of the conditions</p> |
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