

Appendix E

Special Conditions of Hire during COVID-19 - Bradford & Cookbury Village Hall

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 poster (App C below) which is displayed at the hall entrance, in particular using the hand sanitiser supplied before entering the hall and after exit.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, which is published on the hall's COVID 19 Notice Board.

SC3: You will be responsible for cleaning door handles, light switches, window catches, your 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 organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire using the cleaning wipes supplied which will be a clearly accessible location. You will be required to clean again on leaving. Cleaning wipes must be put in the bags supplied, tied at the top & placed in the bin outside the entrance door. The hirer must sign the cleaning log at the front desk before departure

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 7 days (or period currently in force), and that if they develop symptoms within 7 days (or period currently in force) of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except internal fire doors) open as far as convenient. Make sure that all doors are closed on leaving.

SC6: You will ensure that no more people attend your activity/event, in order that social distancing can be maintained*. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

For dance and exercise, temporary floor markings are encouraged to define spacing per individual (e.g. chalk)

Main hall = 30 but reduced to 16 for high intensity exercise

Community Room = 8 Skittle alley = 14 (when not used for skittle play)

The above are the hall's recommended numbers based on floor area and 2m social distancing

Snooker Room for play = 4

NB In case of emergency it is important to prioritise safety. In event the event of fire/accident people do not have to observe social distancing if it would be unsafe to do so.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide detail but it is hoped that all will comply). With respect to data protection regulations such information must be stored securely.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloth and place the labelled bin provided outside the entrance door.

SC11: All kitchen areas will be closed to hirers for all food and drink preparation. Should you wish to bring refreshments then all litter/debris must be taken away. For emergency purposes only, small bottles of drinking water will be available in the fridge in reception.

SC12: We will have the right to close the hall/refuse a booking 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 Bar Room opposite the disabled toilet, where hand washing facilities, tissues, wipes, disposal gloves, masks, aprons are all available. All debris must be double wrapped in the bags provided and placed in the bin provided where they must remain for 72hrs before disposal. 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 and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the booking secretary (01409 281 596).

SC14: For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row. The enforcement of 1 metre plus mitigating circumstances would have to be put in place in these circumstances.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: It is required that all activities carried in this village hall should be in accordance with the guidance issued by their relevant governing body.

SC:17 Equipment kept in a shared facility must be stored so not to block free access.

SC:18 Only the grey plastic chairs should be used and the handling area wiped before and after use.

SC:19 Children must be supervised within the hired facility and accompanied to the toilet to ensure that the hall's Covid 19 procedures are followed.

SC:20 All hirers are required to carry out their own risk assessment and a copy sent to the secretaryA sample copy is attached (Appendix G)

SC: 21: Before entering the premises you are required to wear a face covering, and are required to keep it on, unless you are exempt (SEE COVID-19 notice board)
Hirers are required to encourage those attending activities to wear face coverings and or to comply with the relevant guidance for their sector.

Appendix C - Poster

HELP KEEP THIS HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Track and Trace. Alert the hall booking secretary (01409 281 596) and alert the organiser of the activity you attended.
3. Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. Use the hand sanitiser provided before entering the premises and after exit. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean.
8. Take turns to use confined spaces such as corridors, kitchen 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.

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

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

This hall is cleaned once a week or more if usage demands.

END NOTE FROM HALL MANAGEMENT TEAM

The above guidance is as recommended by ACRE.

Based on this the hall management committee have decided to make some limitations as follows

- Rooms not available are toilets apart from the disabled, kitchen and meeting room
- All rooms and storage areas where possible will be left unlocked to obviate the need to use the office key cabinet
- The main hall if available should be used rather than a smaller room and the lesser rate will apply for regular hall users
- A wall mounted no touch hand sanitizer has been provided under the entrance canopy. This is for use before entry and after exit
- The cleaning procedures that have been outlined is to keep us all Covid 19 safe and must be carried out and logged

Updated August 29 2020