

Gotherington Village Hall Special Conditions of Hire during COVID-19

Last Amended: 11/08/2021

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

Note: The GVH cleaning schedule has been reviewed as part of the risk assessment for re-opening the Hall. The Hall is cleaned on weekdays at the start of each day, paying particular attention to worktops, door handles, light switches, washbasins and toilets. Tables and chairs will be cleaned weekly. The Hall will also provide hand sanitiser units at points of entry, and provide soap and paper towels for handwashing at sinks. A poster will be displayed at the Hall entrance showing when the last clean took place. Please check this when you enter.

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 a copy.

SC3: On entering the building you should check the poster at the entrance for details of when the last clean was carried out.

EITHER: You will be responsible for cleaning door handles (internal and external), 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 organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (cleaning spray can be found under kitchen sink, and brooms in the lobby to the men's toilets) or your own ordinary domestic products. You will be required to clean again on leaving.

OR: If the Hall has been cleaned before your arrival, you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied (cleaning spray can be found under kitchen sink, and brooms in the lobby to the men's toilets) or your own ordinary domestic products.

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

Please also ensure handles to brooms/mops are sanitised after use. Where appropriate disposable gloves should be worn (to be supplied by the hirer).

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. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 70 individuals can attend your activity/event, and no more than 2 people in the kitchen at any time. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible, and as far as possible observe social distancing of 1m plus mitigation measures such as face coverings when using more confined areas e.g. moving and stowing equipment, accessing toilets. You will make sure that no more than 1 person use each suite of toilets at one time.

We have not marked out a 1-way system, though if required entry can be made through the front door, and exit through the fire exit (please be aware of car park traffic on exit).

SC7: You will take particular care to ensure that social distancing is maintained for any persons 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 toilets or other confined areas without compromising social distancing.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing 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, face coverings and good ventilation. If tables are being used, you are advised to 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 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 (at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall 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. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

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 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 a safe area as appropriate given your room layout. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 one of the following people as soon as possible (as we will need to alert the cleaner and cancel any following bookings until the Hall can be cleaned).

- Howard Samuels – 01242 672492

- Christine Godsell – 01242 672821

GVH will provide all regular hirers with a PPE kit for use at the Hall in case of someone becoming unwell. If used, this kit should be double bagged and placed in the lobby of the Gentleman's toilet. It will then be stored securely for 72 hours before disposal. A PPE kit will also be made available for emergency use on the premises, stored in the First Aid kit on the kitchen wall.

SC14: 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.

SC15: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC16: Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members OR You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the Hall's cupboards. You should ensure your cupboard is locked at the end of your hire to reduce the risk of content being contaminated by other users.

SC17: You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of other.

SC18: For events with more than 25 people you will take additional steps to ensure the safety of the public in relation to COVID-19 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.