



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 (Appendix 1) 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 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 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 (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean 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 7 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.

SC5: You will keep the premises well ventilated throughout your hire, with windows and 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 30 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, observes the one-way system within 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. You will make sure that no more than one person uses each suite of toilets at one time.



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, kitchen 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: If indoors, 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 a distance of at least 2 metres across the table between people who are face to face.

If outdoors, you will position furniture or the arrangement of the area as far as possible to facilitate social distancing of 2m between individual people or groups of up to six people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or group rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face.

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.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths taking all rubbish away with you when you leave the hall.

SC11: The kitchen will remain locked until further notice and therefore you will encourage users to bring their own drinks and food and utensils.

SC12: The disabled toilet will become the ladies toilet, the gentleman's toilet will remain open and the current ladies toilet will become the designated safe area for In the event of someone becoming unwell with suspected Covid-19 symptoms. (See SC14)



HORTON & CHALBURY
VILLAGE HALL

Horton Road, Horton, Dorset, BH217JA
07799456840 (please note that Vodafone offers the best signal in
our area)
administrator@hortonandchalburyvillagehall.com
www.hortonandchalburyvillagehall.com

SC13: 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.

SC14: 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 in the original ladies toilet. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. (First aid box containing all required items is situated in the room) Make sure you have contact details for everyone in your group then ensure they leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Contact NHS 111. Inform the hall administrator on 07799456840.

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: You will ask those attending to bring their own equipment and not share it with other members.



Appendix 1

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 Test, Track and Trace. Alert the hall administrator on 07799 456840 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 on entering the premises. Clean your hands often. Soap and hand dryers 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. We cannot clean all surfaces at the hall between each hire.
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 was last cleaned at [insert time] am/pm/eve on [insert date]