

## **Special Conditions of Hire of Lower Broadheath Village Hall during COVID-19:**

***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 which is 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. You will also supply the hall with a copy of your own completed risk assessment.

**SC3:** Only the main hall and disabled toilets are currently available to hirers. The small hall, kitchens and communal toilets are not to be used.

**SC4:** 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, either with 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 disposable paper towels - do not spray directly on electricals!

**SC5:** You will make sure that everyone likely to attend your activity 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 14 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

**SC6:** 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.

**SC7:** You will ensure that no more than 6 people attend your activity, to comply with the law changes in effect from 14/09/2020. Exercise classes and groups with a formal exemption will ensure that no more than 12 people attend their activity so that social distancing can be maintained. You should advise classes wait in their cars until the previous class has safely left the hall, where you will then 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). You will make sure that only the disabled toilets are used whilst the other toilets remain closed.

**SC8:** 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 toilet 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.

**SC9:** 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

**SC10:** 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 details)

**SC11:** 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.

**SC12:** You will encourage users to bring their own drinks and food whilst the kitchens remain closed

**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 move them to the designated safe area which is in the small hall. 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 the hall caretaker on 07480 065224.

**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:** Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

**SC17:** Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible, for example the cushioned chairs in the small hall. In the case of infirmity, you should advise those attending to bring their own cushions. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards

**SC18:** You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

**SC19:** You understand that the hall is operating a temporary timetable for the rest of 2020, and that as some groups are able to return next year that you may have to give back time slots you did not regularly hire prior to Covid.

***By agreeing to hire Lower Broadheath Village Hall you are agreeing to all of the above special conditions in addition to the hall's ordinary conditions of hire.***