



## Special Conditions of Hire during COVID-19

**These Special Conditions (SC) are supplemental to, not a replacement for, the Hall's normal conditions of hire and may be subject to change in line with relevant Government guidelines in force at the time of your event or activity.**

**Hirers are responsible for generating their own COVID-19 Risk Assessment appropriate to the planned event or activity.**

**While the Government has ended Covid-19 legal restrictions you are asked to observe the following requirements to make more vulnerable people feel safe using the Hall.**

### **SC1:**

You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure guidelines, as displayed at the Hall entrance, while entering and occupying the hall, in particular using hand sanitiser when entering the Hall and after using tissues.

### **SC2:**

You undertake to comply with the actions identified in the Hall's risk assessment (see Appendix below)

### **SC3:**

You will be responsible for cleaning all surfaces likely to be used during your period of hire using ordinary domestic products, particularly door handles, toilet handles and seats, wash basins, tables and chairs etc. You will also keep these surfaces clean during your hire and again on leaving to ensure the premises are safe for others who might enter the Hall. The baby-change facility must be thoroughly sanitised before and after each use and any waste materials generated, including tissues and wipes, must be removed from the Hall and disposed of as per SC 10.

Please take care cleaning electrical equipment and light switches. 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 recently tested positive for, or has symptoms of COVID-19 within the six days preceding your event.

### **SC5:**

You will keep the premises well ventilated during your hire. You will be responsible for ensuring all doors and windows are securely closed on leaving.

### **SC6:**

You will encourage social distancing and avoidance of close contact between people who do not have regular contact with each other. We advise that no more than **120** people attend your activity/event in the Main Hall and no more than **six** in the meeting room, in order that social distancing can be maintained.

**SC7:**

For the safety of others, you will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded particularly in more confined areas such as toilets and corridors.

**SC8:**

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

**SC9:**

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other such as: seating side by side rather than face to face; an empty chair between each person or household group. If tables are being used for a meeting a wide U-shape is advisable.

**SC10:**

You will be responsible for the removal and disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen which you should take home and dispose of yourselves when you leave the Hall. The Hall does not have a disposal service of its own. Please do not use the disposal bins belonging to the neighbouring houses.

**SC11:**

Food or drink should be consumed while seated.

**SC12:**

We reserve 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/or tests positive to COVID-19 and thorough cleansing is required; or if it is reported that these Special Hiring Conditions 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

**SC13:**

In the event of someone becoming unwell with suspected COVID-19 while at the Hall they should immediately make their way home alone if they can do so safely, or with a member of their household if they need assistance. If it is necessary for them to remain until they are able to leave they should be isolated from other attendees (eg. in the committee room) and be provided with tissues and a disposal bag, and hand washing facilities (eg. a bowl of warm water and soap) until they are able to go home. You should ask others in your group to leave the premises if they are at all concerned about possible infection. As an additional precaution you should advise them to launder their clothes when they arrive home. You must also inform **both** the Hall booking secretary on: 07812 491397, **and** the Hall chairman on: [info@peaslakevillagehall.com](mailto:info@peaslakevillagehall.com) as soon as possible.

**SC14:**

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

**SC15:**

You must ensure that all attendees contact details are recorded if it is a requirement by NHS Test and Trace or other relevant authority on the date of your event. At time of writing this was no longer a requirement, but hirers are responsible for making themselves aware of latest official requirements and guidance.

**SC16:**

Where a sport, exercise or performing arts activity takes place:

You will organise your activity in accordance with the latest guidance issued by the relevant governing body for your sport or activity as a minimum standard, with additional safety measures as defined by your own Risk Assessment in order to take into account local conditions.

Where a group uses equipment not provided by the Hall: Those attending should bring their own equipment as far as is possible, not share it with other members, and take it home with them when they leave. You will avoid using equipment which is difficult to clean as far as possible. You will ensure that any equipment that normally remains in the Hall is cleaned before use and again before being stored in the Hall.

Updated: 1<sup>st</sup> March 2022



## APPENDIX

### Peaslake Village Hall – Risk Assessment for Hall Hirers during Covid-19 pandemic

| Area of Risk   | Risk identified  | Actions to take to mitigate risk  | Notes   |
|--|--|---|---|
| <p><b>People attend the hall who are vulnerable to Covid-19 for medical reasons (eg immunosuppressed) and/or unvaccinated.</b></p> <p><b>People attending the hall may become infected while there and subsequently pass it on to vulnerable people elsewhere.</b></p> | <p>Vulnerable people may be put at risk as part of the hiring group, or by contact with group members who become infect while at the hall.</p>   | <p>Make clear to potential attendees that they should not do so if they suspect they may have Covid-19 currently or within preceding six days of event.</p> <p>Invite those attending to let organisers know if they are clinically vulnerable so appropriate arrangements can be made.</p> |   |
| <p><b>Cleanliness of hall and equipment, especially after other hires</b></p>  | <p>Other hirers or hall cleaner have not cleaned hall, or equipment used, to standard required. Our group leaves hall or equipment without adequate cleaning leaving subsequent hall users who are vulnerable at risk.</p> | <p>Group to make sure regularly used surfaces are cleaned before, during and after hire in line with Special Conditions of Hire, paying particular attention to: tables, chairs, sinks, door and toilet handles, light switches etc.</p>  | <p>Groups can bring their own equipment but must ensure it is thoroughly sanitised before placing in and removing from hall. Hirers might consider restricting use to only the gents and disabled toilets, to limit the need for cleaning, if limited group numbers are expected.</p> |

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|--|---|---|--|
| <p><b>Managing Social distancing especially for people attending who may be vulnerable.</b></p> <p><b>Preventing groups from mingling.</b></p> | <p>Recognition that caution on the part of some attendees (not necessarily clinically vulnerable) may cause worry about venue safety and/or that others will not maintain acceptable social distancing.</p> <p>Risk of virus spread to those attending activity causing particular concern to clinically vulnerable</p> | <p>Reassure concerned individuals about precautions being taken.</p> <p>Advise all attending they must maintain social distancing and other precautions as far as possible and reminding them of the concerns of others. Request that they wear face covering when around vulnerable people and in confined areas.</p> <p>Control use of toilets to mitigate possible mingling, and allow older people time to use toilets.</p> | <p>Comply with hall's Special Conditions of Hire.</p> <p>Avoid loud music/raised voices.</p> <p>For crowded events or ones involving dancing consider asking participants to take a lateral flow test that day and stay at home if positive.</p> |
| <p><b>Respiratory hygiene</b></p>  | <p>Transmission to or from other members of group.</p>  | <p>Normal measures such as not coughing, sneezing or breathing heavily in close proximity to others should apply. Ask group to avoid touching mouth, eyes, and nose, and wear face coverings as indicated above. Used tissues to dispose into a disposable rubbish bag, followed by wash or sanitise of hands.</p>  | <p>Remember to bring tissues and hand sanitiser.</p> <p>Remember to empty any bins and take away rubbish at end of hire.</p>   |
| <p><b>Hand cleanliness</b></p>   | <p>Transmission to other members of group and premises</p>  | <p>Advise group to use sanitiser on entering and exiting the hall, and to wash hands regularly whilst in the hall using soap and paper towels or use hand sanitiser.</p>  |  |
| <p><b>Someone has COVID-19 symptoms while attending the hall</b></p>   | <p>Transmission to other members of group and premises</p>  | <p>Request sick individual returns home and keep separate from rest of group while this is being arranged. Ensure contact information for group members has been recorded if required by NHS.</p>   | <p>Follow instructions in hall's Special Conditions of Hire.</p> <p>Inform both the hall chairman and booking secretary as per contact details provided</p>  |

March 2022

Peaslake Memorial Hall, Walking Bottom, Peaslake, GU5 9RR