

Special Conditions for the Hire of High Wych Memorial Hall 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 posters which are also displayed around the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You are required record the names and contact telephone numbers or emails of all those who attend your event. You **must** retain these records 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)

SC3: You are required to complete your own Risk Assessment and email a copy to the following email address prior to commencing activities: **hwmhall@gmail.com**

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, paying particular attention to wash hand basins and kitchen sinks (if used), using wipes supplied (which will be in a clearly accessible location). You will be required to clean again **after** other members of your group or organisation have left the premises.

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

SC5: 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** 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 20 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.

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 toilets and 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.

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 will be responsible for the disposal of all rubbish created during your hire, including all paper towels, tissues and cleaning cloths. Rubbish must be placed in the bins provided at the entrance, exit and by the accessible toilet. Upon leaving all bags used must be removed from the bins, tied securely and thrown over the servery counter to be safely disposed of by the caretaker 72 hours later.

SC11: You will encourage users to bring their own drinks and food as there is **no access to the kitchen area.**

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 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 close to the exit door where they have access to the sanitiser, paper towels and a bin. 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:

Chris Ashworth on 07508 937861 or chris-ashworth@hotmail.co.uk

SC14:

Other special points as appropriate:

1) 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.

2) Where a group uses their own equipment:

You will ask those attending to bring their own equipment, not share it with other members and take it home for cleaning.

SC15:

You will encourage all those attending your activity to wear a face covering/mask that covers both the nose and mouth unless an exemption or other government guidance applies to the activity. A face covering/mask is not required when people are eating or drinking but they should be seated.