

SEDLSCOMBE VILLAGE HALL

Registered Charity No. 305306

COVID-19 Risk Assessment

APPENDIX B

SPECIAL CONDITIONS OF HIRE

DURING COVID-19

Effective – 14th September 2020

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Special Conditions of Hire during COVID-19

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

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You, the hirer, are responsible for ensuring those attending your activity or event comply with the Government COVID-19 Secure Guidelines while entering and occupying the Hall as shown on the poster which is displayed at the Hall entrance (copy attached). In particular, face masks should be worn when entering or exiting the building and the hand sanitiser provided at the entrance should be used.

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 COVID-19 symptoms 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. You must ensure they advise you, the hirer, and us, Sedlescombe Village Hall – Hall Manager, Dave Brabants – 07850 690054.

You undertake to comply with the Hall's Risk Assessment, a copy of which is to be found on the Sedlescombe Village Hall website at <https://www.sedlescombevillagehall.org.uk>. It is the responsibility of you, the hirer, to **carry out your own risk assessment** for your activity or event at the Hall. You must follow the Government legislation and guidelines and those of your relevant governing body for your own sports or other activity.

You must ensure that no more than 30 people attend your activity/event in the Main Hall in order that social distancing can be maintained. You will ensure that households or "bubbles" attending do so in groups of no more than 6 (unless they are a "qualifying group" as defined by the guidelines) and that such groups do not mingle. No more than 6 people should attend meetings/activities in Committee Room 2 to allow for appropriate social distancing.

You **MUST** 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 (or a member of any group of up to 6 people 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. You must keep 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.

You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending including, as far as is possible, whilst waiting to enter the premises. You will ensure, as far as possible, that persons observe social distancing of at least 1m when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be

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kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or who are 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.

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 six or less people who are in a household or “bubble”) 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), wearing face coverings and providing 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 sitting face-to-face e.g. by using a wide U-shaped layout.

You will require all those attending your activity to wear a face covering whilst occupying the premises unless an exemption (health or disability reason) or other government guidance applies to the activity e.g. a face covering is not presently required for a gym class or when people are eating or drinking (but they should be seated).

If food or drink is being served it must be served only at tables. Provision of any bar, dinner or similar activity **MUST cease before 10pm** (i.e. be cleared away by then). When food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, who must be seated in accordance with the above provisions. Alternatively, and where appropriate, group members should be encouraged to bring their own drinks and food which should be consumed observing the appropriate social distancing measures. You will ensure that all crockery and cutlery belonging to the Hall is washed in the dishwasher (to ensure that it is cleaned to a high standard and sterile) and left in the machine at the end of the cycle with the door closed.

In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the Hall you will remove them to the designated safe area which is Committee Room 2. You will provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure you ask others in your group/activity to provide contact details (if you have not already done so) and then leave the premises, observing the hand sanitising and social distancing precautions. Advise affected persons to launder their clothes when they arrive home. You must inform the Hall Manager on: 07850 690054.

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You should 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. Please use the quiet non-recirculating extractor fans in the ceiling.

You are responsible for cleaning door handles, light switches, window catches, tables and other equipment provided by the Hall, the kitchen equipment (if used) and toilet handles/flushers and toilet 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. You should pay particular attention to wash hand basins and kitchen sinks, using either the products supplied or your own ordinary domestic products. **You are required to clean again before leaving the premises.** Please take care when cleaning electrical equipment. Use cloths - do not spray! Please note : Sedlescombe Village Hall is not responsible for cleaning all surfaces at the Hall between each hire session.

As it is difficult to clean the fabric on the upholstered chairs, they will be rotated after use so that chairs used on one day are moved to a storage area and left for 72 hours before being returned to the Main Hall for use again. Hirers are required to use the gloves provided and to stack the chairs they have used in one area to be put away in storage for 72 hours by the Hall Manager.

You are responsible for the removal and safe disposal of all rubbish created during your hire. This includes tissues and cleaning cloths placed in the rubbish bins provided. There is no provision for rubbish disposal outside the Hall building and all rubbish should be taken away with you when you leave the Hall grounds.

Sedlescombe Village Hall reserves the right to close the Hall if there are safety concerns relating to COVID-19, e.g. if someone who has attended the Hall develops symptoms and a thorough cleansing is required, or if it is reported that the Special Conditions of Hire are not being complied with (whether by you or by other hirers), or in the event that public buildings are asked or required by Government or local authorities to close. If this is necessary, we will do our best to inform you promptly and you will not be charged.

Sedlescombe Village Hall reserves the right to amend these Special Conditions of Hire as and when further directives from Government or local authorities are issued and we will give you as much notice as is reasonable in the circumstances.

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Please sign, and return, a copy of this form to show that you accept the Special Conditions of Hire

Date :

Organisation :

Signature :