

**The Langton Green Village Hall Charitable Trust No 1183160
Special Conditions of Hire during COVID – Revised March 2021**

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

SC1: Responsibilities in Law

You, the hirer, or your agent in attendance, will be responsible in law 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 attached which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: Risk Assessments

You undertake to provide a risk assessment and comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

SC3: Cleaning

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, 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.

After your hire you will be required to clean again on leaving.

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

Chairs – return chairs used during your hire to the quarantine area, showing date used.

SC4: Attendance

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 seek a COVID-19 antigen test

SC5: Ventilation

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.

SC6: Social Distancing

You will ensure that no more than 30 people attend your activity/event in the Main Hall and 16 in the Palmer Room, in order that social distancing can be maintained.

For indoor sporting and exercising activities the limits on numbers attending are 15 people in the Main Hall and 7 in the Palmer Room.

You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle.

You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe 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 two persons use each suite of toilets at one time.

We reserve the right to use CCTV recordings if we have doubts that social distancing is not being observed.

SC7: Duty of Care

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: Seating at Tables

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 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, face coverings 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.

SC9: Records of those attending

You MUST either:

Register using the NHS QR code displayed in the room before the start of your hire **and** 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, with the number of people in that group who cannot be more than 6) who do not use the NHS QR code. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

Or, 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 and by keeping 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.

SC10: Disposal of Rubbish

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11: Food and Drink

Until further notice, we regret that because of COVID 19 restrictions users will not be able to use the kitchen and instead should bring their own drinks and food.

SC12: Right to Close the Hall

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 COVID 19 symptoms, or if someone who has attended the hall and been taken seriously ill before being tested for COVID 19 and thorough cleansing is required.

If it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or we are asked 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: Someone becoming Unwell

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 the Disabled Toilet where a First Kit and instructions are available.

Inform the Hall Manager immediately on 07581 471147.

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.

SC15: Reducing Risk of Transmission.

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: Sports and Exercise Activities and Equipment.

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.

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 and you will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

SC 17: Wearing Face Coverings

You will ensure that 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.

LANGTON GREEN VILLAGE HALL

Staying COVID-19 Secure in 2020

We confirm we have followed the government's guidance on managing the risk of COVID-19.

We have carried out a COVID-19 risk assessment and shared the results with Hirers of the Village Hall. For details see

www.langtongreenvillagehall.org

We have cleaning, handwashing and hygiene procedures in line with guidance.

We have taken all reasonable steps to require users to maintain a 2m distance whilst in the Village Hall.

People must wear a face covering unless an exemption or guidance applies to the activity. A face covering is not required when eating or drinking, but you must be seated.

The Hirer, or their Agent in attendance, is responsible in law for ensuring compliance with the current requirements.