

Supplementary Conditions of Hire during Covid-19

July 2020

Note: These conditions are supplemental to, not a replacement for, the hall's normal 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 poster, which is displayed at the hall entrances. Particularly the use of the hand sanitiser provided when entering the hall, and after the use of tissues.

SC2:

You undertake to comply with the actions identified in the GCA Risk Assessment for Glinton Village Hall, a copy of which you have been provided.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, audio visual equipment, toilet handles and seats, tables and chairs, 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 attention to wash hand basins and kitchen sinks (if used), using cleaning materials supplied by you. These can be commercial or ordinary domestic products.

OR

If the hall trustees ever advise that the hall has already been cleaned then you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles), using materials supplied by you. These can be commercial or ordinary domestic products.

You will be required to clean again on leaving. Sufficient time should be allocated.

Please take care cleaning electrical equipment. 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 had COVID-19 symptoms in the last 7 days, 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.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that the numbers attending do not compromise social distancing rules. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the courtesy policy at pinch points i.e. respecting the directional priority for which guidance posters will be placed locally. A 1m plus mitigation strategy will apply when using confined areas such as moving or storing equipment, or accessing toilets. You will ensure no more than 1 person uses the Gents or Ladies toilet at a time.

SC7:

You will take particular care to ensure social distancing is maintained for any persons aged 70 or over, or likely to be clinically more vulnerable to Covid-19 e.g. 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.

SC8:

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). Good ventilation is another mitigation measure.

If any doubt exists, GCA encourage pre-start up trial sessions to determine the exact layout that gives your group / event a full understanding of what numbers can be accommodated.

SC9:

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 Tack and Trace, if required.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. This should be put in rubbish bags provided by you and removed from the hall at the end of the hire period.

SC11:

Users are encouraged to bring their own drinks and food. Alternatively, you will be responsible where drinks or food is made, for ensuring that all utensils, crockery and cutlery is washed in hot soapy water then dried and stowed away. You will bring your own clean tea towels, to reduce the risk of contamination between hirers, and to take them away. GCA will provide washing up liquid.

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 cleaning is necessary, or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or 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 at the hall you should remove them to near (but not in front of) the Emergency Door in the small hall and proceed as per the Risk Assessment guidance Pg10, namely to provide tissues, hand towels and warm soapy water for handwashing and where appropriate use the Covid-19 First Aid Box located on the storage cupboard(s) worktop, L.H. corner.

Ask others in your group to provide contact details, if not already known, and then to leave the premises. Handwashing and social distancing should be observed whilst leaving and they should be advised to launder their clothes when they arrive home. The hall management should be informed on 07568 357096.

SC14:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to Covid-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit via the nearest exit first and to invite people to use toilets in the interval row by row.

SC15:

Live performances e.g. drama or music are not permitted at present.

SC16:

You should make yourself familiar with the Glinton Community Association Risk Assessment document, with its key messages on hall access, the use of the kitchen, toilet use and access, pinch points, attendees falling ill, and issues regarding each of the hall rooms.