

KNAPTON VILLAGE HALL

SUPPLEMENTAL TERMS AND CONDITIONS OF HIRE DURING COVID-19

- 1:** 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 also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You are therefore absolving the Hall Management Committee should any issues arise.
- 2:** You undertake to comply with the control measures in the health and risk assessment, of which you will be provided with a copy
- 3:** 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!
- 4:** 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** seek a COVID-19 test.
- 5:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.
- 6:** You will ensure that no more than 30 people attend your activity/event or 15 people where physical activity is taking place such as exercise, sport, singing, dancing and similar, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible, that they observe any one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will make sure that no more than one person use each suite of toilets at one time.
- 7:** You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing and that face coverings are used in their proximity.
- 8:** 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, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.
- 9:** You are requested to 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 at least one member of any group of up to 6 people or 2 households 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.

10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

11: Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should, if possible be consumed while seated.

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths

12: 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.

13: 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. 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. Inform the hall booking officer.

14: 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.

15: 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 ensure that any equipment you provide is cleaned before use.

16: You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

31st July 2021

Revised 19th October 2021 (minor changes to points 5, 7 & 8)

Poster

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 10 days** of visiting these premises you must seek a COVID-19 test.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with.**
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose or eyes.** Clean your hands if you do.
- 6. Face coverings SHOULD be worn** in confined areas (e.g. toilets, corridors) unless an exemption applies to a person (e.g. for health reasons, those aged under 11) and you are encouraged to wear them at a busy or crowded event if the organizer asks you to do so, so as to protect more vulnerable people.
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the hall well ventilated. Close doors & windows on leaving**