



## WALLINGTON VILLAGE COMMUNITY HALL COVID-19 Supplementary Conditions of Hire

**Please note: These conditions are in addition to, and do not replace, 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. These are displayed at the hall entrance and throughout the hall. In particular use the hand sanitiser supplied when entering the hall and after using tissues.

### SC2

You undertake that you have completed both the **WVCA Hall Events** and the **COVID-19 Hall Users Risk Assessments** which have been supplied to you OR, in the case of Commercial Hires, your own **COVID-19 Risk Assessment** and that you will comply with the measures identified to mitigate risks.

### SC3

You will be responsible for cleaning door handles, light switches, window catches, window ledges, tables, chairs, toilet handles and seats, wash basins and all surfaces 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, toilets and kitchen sinks (if used), using products that we have supplied and which will be clearly accessible in each room. You will be required to **clean again on leaving**.

Please take care cleaning light switches and electrical equipment. Use supplied antibacterial wipes – do not spray.

If you wish to have PPE (apron and gloves) you must supply your own.

### 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 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.

You **MUST** keep a record of those attending your activity or event and retain the lists for at least three weeks to help tracking contacts should it transpire that a sufferer of COVID-19 was present in the hall.

### SC5

You will keep the premises well ventilated throughout your hire, with windows 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 designated individual room capacity (indicated on each room door) is not exceeded during your activity/event, in order that **social distancing can be maintained**. You will ensure that people attending do so in groups of no more than 6 (unless they are “qualifying groups”)

and such groups do not mingle. You will ensure that everyone attending maintains 2 metre 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 1 metre plus mitigation measures when using more confined areas (e.g. moving and stowing equipment) which should be kept as brief as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time.

### **SC7**

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, include for example keeping a 2 metre 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 should be avoided.

### **SC8**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2 metres between individual people or groups of six or less people or 1 metre 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 a distance of at least 2 metres across the table between people who are face to face – e.g. use a wide U.

### **SC9**

You **MUST** keep a record of the date and time the activity started and the name and contact telephone numbers or email addresses of all those who attend your event (or a member of six people who attend together). This can be done either by operating an advance booking system which collects these details, or by keeping a paper register of these details or by asking everyone who has a smart phone with the NHS app to use the hall (or your own) NHS QR poster. Your records **MUST** be kept for a minimum of 21 days.

### **SC10**

You will be **responsible for the disposal of rubbish** created during your hire, including tissues and cleaning cloths. Use the rubbish bags provide in each room and then place them in the **appropriate bin at the rear of the hall** before departing.

### **SC11**

You will encourage **users to bring their own drinks and food**. When, and if, the kitchen reopens you will be responsible for ensuring that all crockery and cutlery is washed in the dishwasher, dried and stowed away.

### **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 **somebody becoming unwell with suspected Covid-19 symptoms** while at the hall you should remove them to the designated safe area which is the accessible (disabled) toilet. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask

others in the 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 manager** on 07826 309186 or [geoffknipe223a@outlook.com](mailto:geoffknipe223a@outlook.com)

#### **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 closest to exits first and invite people to use toilets in the interval row. By row.

#### **SC15**

Live performances e.g. drama and music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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**

Where you as the hirer **use your own equipment**, you will ensure that it is cleaned before use and, if appropriate, cleaned before being stored in the hall's cupboards.

#### **SC17**

Where those **attending use their own equipment**, you will ensure they do not share it with others.