



Claygate Village Hall Association

Registered Charity No. 305007

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to and not a replacement for Claygate Village Hall Association's ordinary conditions of hire.

SC1:

You, the hirer, are 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.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which you will find on the hall website.

SC3:

The hall will be cleaned daily but not necessarily between periods of hire. You are responsible for cleaning door handles, light switches, window catches, equipment, plug socket covers, 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!

SC4:

You will make sure that everyone likely to attend your activity or event understands that **THEY MUST NOT ATTEND** 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. You must ensure that anybody required to quarantine does not attend.

SC5:

You should keep the premises well ventilated throughout your period of hire, with windows and doors (except fire doors) open as far as convenient. You are responsible for ensuring they are all securely closed on leaving.

SC6:

You must ensure that no more people attend your activity/event, than is allowed by the document entitled "Claygate Village Hall COVID-19 Capacities and Permitted Events" a

copy of which you will find on the Claygate Village Hall website, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households 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, which should be kept as brief as possible. You must make sure that no more than one person uses 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, including for example keeping a 2 metres distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without compromising social distancing.

SC8:

You will position furniture or arrange the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 2 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, 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:

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 (at least one member of any group of up to 6 people or 2 households must provide details). 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. If food or drink is being served, then the contact details of **everyone** attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

SC10:

You will be responsible for the disposal of all rubbish created during your period of hire, including tissues and cleaning cloths. Bins are provided in each Hall and the toilets. You should provide rubbish bags to line these bins and then empty the bins at the end of your period of hire by placing the rubbish bags in the external bin located in the car park. You must check the car park for rubbish at the end of your hire and dispose of anything found. You must check the Hall for lost property at the end of your hire and retain lost property relating to your use of the Hall. You must place any rubbish requiring quarantine due to a suspected case of COVID-19 in the bin in the designated safe area (see below SC13) and advise the Lettings Manager that you have used this bin.

SC11:

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 must be consumed while seated. Alcohol must only be served at tables, or as a takeaway

service or, at a performance of a play, film or concert, to those with a ticket for consumption at their seat. If food and drink is served at tables you must ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

You are responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher or in hot soapy water, dried and stowed away. You must bring your own clean tea towels, rubber gloves and washing up cloths to reduce risk of contamination between hirers and take them away. We 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 cleansing is required or if it is reported that the Special Hiring Conditions above are not being or have not been complied with, whether by you or by other hirers, or in the event that public buildings are being 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 the hire. CVHA reserves the right to suspend or terminate your hire should it come to our attention that you are not complying with these special hire conditions or government regulations.

SC13:

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 dressing room accessed via the chair store. This must be used if the person needs to wait to be collected. You must provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Alternatively, the person should leave the building immediately. Ask others in your group to provide contact details if you do not have them and retain these details for 21 days and then leave the premises, observing the usual hand sanitising and social distancing precautions. You should advise your group to launder their clothes when they arrive home. You must inform both the Lettings Manager and the Hall Manager that there has been a suspected case of COVID-19 in the Hall. You should ensure that you have the necessary PPE to protect yourself when dealing with a suspected case. Any tissues or similar arisings must be double bagged and placed in the bin in the designated safe area, along with any PPE you have used. You must note the date upon which these items were placed in the bin on the tag provided and attach to the bin, to enable the required 72 hours' storage to take place.

SC14:

For events with more than 30 people (when allowed) you must 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 the exist first, and to invite people to use the toilets in the interval row by row.

SC15:

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: Additional Provisions

- a. Where your group is using and bringing their own equipment, you must ask those attending to not share it with other members of the group. You must avoid

using equipment which is difficult to clean, as far as possible. You must ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards. You must remind people not to touch equipment in the hall which is not being used.

- b. You must ensure that only those directly participating during your period of hire have access to the hall e.g. that parents wait to collect children in the car park. The main doors must be kept on the "one way" setting while the building is occupied. You should ensure that attendees at your event leave promptly and that you stagger arrival and departure times for classes during your hire period to ensure there is no mixing of classes.
- c. You should ensure that attendees arrived changed for your class if appropriate and minimise belongings brought into the Hall.
- d. You are required to provide appropriate PPE for your hire period as determined by your risk assessment.
- e. You must not access areas of the hall that have been closed except with express permission of Claygate Village Hall Association. The document "Claygate Village Hall COVID-19 Closed and Restricted Areas" can be found on the website and lists those areas which are closed.
- f. When accessing restricted access areas, you or anybody associated with your period of hire must use hand sanitiser before entry and wear a face covering while in the restricted area, and use hand sanitiser after finishing the use of the restricted area. Access to these areas must be limited to be one person at a time and strictly to those who need to access these areas. The document "Claygate Village Hall COVID-19 Closed and Restricted Areas" can be found on the website and lists those areas which are restricted.
- g. You must ensure that you use chairs in accordance with the system advised to ensure quarantining of chairs between users.
- h. You and anybody attending during your hire period must not enter any areas not covered by your hire agreement, even if they are not in use.
- i. You must provide your own First Aid Kit
- j. You must ensure that any equipment brought into the hall is sanitised before arriving and prior to departure. You must ensure that any equipment you provide is sanitised before and after use.
- k. You must use cashless payment systems for payments by attendees at your event where possible.
- l. When using cleaning equipment provided by CVHA e.g brooms to sweep the floor, you must clean your hands with hand sanitiser or wash with soap and water before and after using the equipment and wipe the handles at the beginning and end of your usage.
- m. You must ensure that attendees queue to enter the hall in the areas indicated for queuing at the distances indicated.
- n. You must disclose fully the nature of your letting and numbers attending at the time of booking. If you are found to be in breach of this, you are responsible for any liability arising, including any costs incurred by CVHA.

SC17:

You will encourage 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.