

EGMANTON VILLAGE HALL
SPECIAL CONDITIONS FOR HIRERS
RELATED TO COVID-19

Document Version: October 28th 2020

Introduction

There are legal restrictions on the use of Community Halls, social distancing and other measures to reduce to spread of Covid-19. It is a requirement that the Trustees of the Hall carry out risk assessments and set procedures for the safe use of the Hall. We are required to pass on advice and conditions of hire to users and event organisers. The following additional conditions are placed on Hirers of the Village Hall. They do not replace the usual conditions of hire.

Conditions of Hire

1. You must return a signed copy of these conditions or an email to say that you will comply them
2. You need a risk assessment of your own to hold the meeting, stating how you will safely manage your meeting. We require a copy of this, 3 days before the meeting. We can send an example risk assessment if you wish. If you are a member of an association, they will have relevant examples
3. You, the hirer, will be responsible for ensuring that those attending your event comply with the COVID-19 Secure Guidelines, explained in this Special Conditions of Hire, in applicable Government or Association documents, and in notices displayed around the Hall
4. You must make sure that everyone who plans to attend your 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
5. You should identify anyone planning to attend who is particularly vulnerable eg those requiring special shielding and the over 70s. Those shielding should not attend.
6. You are required by law to keep a record of all those attending your meeting. From 24th September the Regulations for the Collection of Contact Details requires:
 - a) Every hirer using a community hall to comply with the obligation to register for an NHS QR code (type of bar code)
 - b) Display the official NHS QR poster and keep records for Test and Trace
 - c) Every community hall to ensure hirers comply
 - d) A poster carrying the QR Code image is down loaded. Attendees then scan the image on their mobile phones on arrival and enter some details, usually name and contact telephone number. This then loads automatically into the NHS Track and Trace system

For attendees who do not use a mobile phone, you can use a paper record of attendees to collect their contact details. This you must hold for 21 days and then you must destroy it.

However, the preferred way of collecting attendee's details is for your meeting at this venue to have an NHS QR Code. If you will be using this method of recording attendees and wish us to provide the QR Code poster please give us 7 days notice.

7. You must follow the Government Guidelines on Face Coverings applicable at the date of your event. The Government Guidelines of September 24th 2020 on Face Coverings, requires them to be worn at events in the Hall. Face covering can be removed if eating or drinking. Food or drink if provided must be served by table service to seated guests, ie buffets not permitted. Face coverings must be refitted if moving around eg to visit the toilet or to leave
8. If anyone develops Covid19 symptoms while in the Hall you must contact the Test, Track and Trace Scheme to alert others with whom they have been in contact, and advise us immediately
9. We take measures to ensure the sterile conditions of the hall and facilities, but you may well be setting up tables and chairs and touching surfaces in preparation for your meeting, and therefore you are responsible for sanitizing tables, chair arms, door handles, toilet seats, wash basins, kitchen sinks, switches etc, immediately before your group arrives. We have made available products necessary to do this
10. You must also keep the premises sterilized by regular cleaning of surfaces during your hire, particularly if your meeting is several hours or more than one day and people are moving around
11. You must control the sanitization of equipment or paper hand-outs you bring
12. Government Regulation of September 14th 2020 introduced the 'Rule of 6'. This limits the number using the hall for a social gathering to 6 persons even if the area is low risk, but at the end of October 2020 Nottinghamshire was defined as a Very High Risk area, (Tier 3) when any indoor social gathering of persons not in the same family group is not permitted. See Government Guidelines October 14th 2020

If your planned meeting is for essential business or education purposes, and follows the rules of an association, or follows your own risk assessment, and observes social distancing, then it is permitted.

13. The Hall has safe capacity limits
 - a) The absolute maximum capacity of the hall observing the recommended 2 metre spacing is 20. It will be less for some positioning arrangements needed for your meeting
 - b) If you have mitigating circumstances for closer distancing, as explained to us in your risk assessment, the limit is 30
14. If your guests have not pre-registered, you must consider how you will deal with an excessive amount of people turning up and wanting to attend your activity
15. You must position furniture to maintain the require spacing. Seating with persons facing in the same direction is better than face to face. A wide U-shape is also a preferred positioning
16. Our recommendation, for seated attendees, is to ask people to seat themselves furthest from the entrance on arrival and for those closest to the exit to leave first
17. If using the kitchen you must bring your own tea towels to reduce risk of contamination between hirers and take them away for washing. We will provide washing up liquid and washing up cloths. You are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away
18. Food or drink if provided must be served to the table to seated guests, ie buffets are not permitted
19. We have placed hand sanitizer at the entrance and exit. You must advise your guests to use it on arrival and regularly though the meeting and on leaving

20. When starting your meeting you must read out the Covid-19 risk reduction measures needed from your own risk assessment and point out the notices we have displayed explaining: entrance, exit, controlled access to toilets and kitchen and our Covid-19 safety procedures
21. You must make sure that no more than one person uses each suite of toilets at any one time, and only one person uses the passage to the toilets and kitchen at any one time. With a small meeting it will reduce your cleaning and sanitizing effort to only use the disabled toilet. A maximum of 2 persons are allowed in the kitchen at any one time. If they are vulnerable persons we advise they should not use the kitchen with another person
22. You must advise your group not to touch the curtains which are difficult to sanitize. However, should this be necessary please use the disposable gloves provided.
23. Hand tissues must be used instead of hot air driers. Waste to be put in bins provided
24. You must sanitize surfaces mentioned in 9 before you leave and then sign the *Hirers Confirmation of Cleaning* form provided. Copies are provided on a mantelpiece in the hall and in the kitchen
25. You must ensure when using the chairs that these are wiped down with antibacterial wipes. Because the fabric is difficult to sanitize we will not reuse chairs for 72 hours, so if there are bookings on successive days we will advise you to stack the chairs in the Alcove and the next hirer to take ones from the chair store, so that we manage a rotation of use
26. You must take away, when you leave, all the waste from your group including hand tissues, sanitizing cloths, food wrappers, and bottles.
27. You must keep the premises well ventilated throughout your hire, with doors at both ends open as far as convenient. You are responsible for ensuring they are all securely closed on leaving
28. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they must be isolated in the rear entrance porch. We have provided a specific Covid-19 first aid kit including disposable gloves and apron, tissues, sanitizer, bowl for supply of warm soapy water for hand washing and a bag for waste. This is available in the back porch. Make sure you have the contact details for all your group, for the Test, Track and Trace Scheme. You must advise all other attendees (except the designated carer) to leave immediately through the front door, observing the usual hand sanitizing and social distancing precautions, and advise them to launder their clothes when they arrive home and to isolate until a test has been carried out on the poorly person and the results determine the further action. You must inform the Bookings Secretary immediately. See contact details below
29. We may have to close the hall at short notice, for example if someone who has attended the hall develops symptoms, leading to thorough cleansing before any further event could take place, or if it is announced that community buildings are legally 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. If it is reported that these Special Hiring Conditions are being blatantly ignored we have the right to ask you to leave the hall immediately
30. If you have suggestions for improving or clarifying these conditions, please let us know

Agreed by Hirer

Signature:

Print Name:

Date:

Please return to the Bookings Secretary Dr R Allison

Address: The Dovecote, Church View, Egmanton, Newark NG22 0HN

Telephone: 01777871506 Mobile 07973227082

Or Email that you accept and agree to the conditions of hire to: dik.allison@allicon.com

Document Changes		
Date/Version	Paragraph	Change
July 31 st 2020	All	Document released as Final Draft
August 8 th 2020	New paragraph 6 added	Requirements on Face Coverings
August 8 th 2020	New paragraph 17 added	Food if provided must be served to the table
August 8 th 2020	All	Paragraphs renumbered to incorporate additions
October 4 th 2020	28	First Aid box for suspected Covid case, is available
October 4 th 2020	New paragraph 6 added	QR Codes for recording attendees
October 4 th 2020	New paragraph 12 added	Government Regulations of September 14 th 2020 on the 'Rule of 6'
October 4 th 2020	24	Hirers to sign the <i>Hirers Confirmation of Cleaning</i> form
October 4 th 2020	All	Paragraphs renumbered to incorporate additions
October 28 th 2020	7, 12	Added reference to Government Regulations on the 3 Tier levels of risk - October 14 th 2020 and Face Covering Regulations updated September 24 th 2020