

Woodbury Village Hall

COVID-19 Special Conditions of Hire.

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Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire.

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 poster which is available on the village hall website and is displayed at the hall entrance. In particular, using the hand sanitisers when entering the hall and after using tissues, and washing hands regularly.
2. 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. You must inform the Village Hall management should this occur on woodburyvh@gmail.com, the Bookings Secretary on 01395 232126, or the Chairman on 01395 233080 or 07970 667754.
3. In order that social distancing can be maintained, you must ensure that your event does not exceed the following attendance limits:

Main Hall: 30 people

DuBuisson Room: 8 people.

Some specific events are allowed to have more than 30 people, but these are restricted to business meetings, meetings of a charitable body, a public body or a political body – see paragraph 19.

4. You are asked to keep a record of the names and contact phone number or email of all those who attend your event for a period of three weeks after the event and provide the record to NHS Track and Trace if required.
5. Woodbury Village Hall has carried out a Covid-19 risk assessment. Actions from this, relevant to users, have been incorporated into these Special Conditions of Hire. A copy of the Hall's risk assessment is available on request.
6. Groups are advised to carry out their own risk assessment for using Woodbury Village Hall. An example risk assessment is available on the village hall website:
<https://www.woodburyvillagehall.org.uk/> .
7. The hall will be cleaned once per day by the hall cleaner, with special attention to handles, knobs, door pushes, toilet facilities and all items which are likely to be touched by users. This is in addition to the normal cleaning activities.
8. The Hall will have a weekly deep clean.
9. You need to bring to the Hall a cleaning spray and cloth, or antiseptic wipes, for your use. Ordinary domestic products are perfectly adequate.

On arrival at the Hall, you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, kitchen sinks and all surfaces likely to be touched during your period of hire, before other members of your group or organisation arrive. During your hire you will keep the premises clean through regular cleaning of surfaces, paying particular attention to wash hand basins and kitchen sinks (if used). You will be required to clean again on leaving.

Tables must be cleaned by the user, prior to replacing in storage. After stacking, chairs must be wiped.

Badminton posts must be cleaned by the user, before and after use.

Please take care when cleaning electrical equipment and light switches: just use cloths - do not spray! The sound and projection system equipment will be cleaned only by the Hall cleaners.

10. 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.
11. You will ensure that everyone attending maintains 2m 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 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment), which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.
12. You will take particular care to ensure that social distancing is maintained for anyone aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example 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 without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
13. The limited space available in the kitchen means that social distancing will not be possible. Therefore anyone working in the kitchen must wear a face covering while in the kitchen, in accordance with government guidelines. Organisers shall limit the number of people in the kitchen at any one time, in order to reduce risk.
14. 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, 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. using a wide U-shape.
15. Live performances e.g. drama or 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.
16. You will be responsible for the collection and removal of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bags are provided in the kitchen and DuBuisson Room, to enable you to take your rubbish away with you.

17. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water (dishwasher is fine), 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.
18. 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 cancelled hirings.
19. Some specific events are allowed to have more than 30 people, but these are restricted to business meetings, meetings of a charitable body, a public body or a political body. For these events 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 those closest to the exits first and invite people to use toilets in the interval row by row.
20. In the event of someone becoming unwell with Covid-19 symptoms whilst at the hall, they should go straight home, if at all possible. However if they cannot leave immediately due to lack of transport, or are incapable of driving or walking home themselves, you should direct them to wait for transport in the designated safe area, which is the RBL Room. Tissues, PPE, plastic bags and handwashing facilities will be available there for use. These items must not be removed or used for general purposes. If, however, the person is taken seriously ill and is in significant and obvious distress, an ambulance should be called.

Someone from your group must be designated to look after the ill person, whilst waiting in the RBL Room, and to ensure that they are seen safely off the premises. The person taken ill or their relative/carer must arrange for a Coronavirus test and inform Track and Trace.

If any of this occurs, the function in progress must end immediately. 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 either the hall Bookings Secretary of the occurrence on woodburyvh@gmail.com or 01395 232126 or the Chairman on 01395 233080 or 07970 667754.

21. Checklist of additional items users need to bring to the Hall:
 - cleaning spray and cloth or antiseptic wipes;
 - tea towels if required;
 - face masks/coverings if using the kitchen.