

## **NORTH BADDESLEY VILLAGE HALL**

### **Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire. These special conditions are subject to change to meet UK Government guidance changes.**

#### **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, 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, of which you have been provided with a copy.

#### **SC3:**

You will ensure that all but you the hirer, and two nominated cleaning volunteers from your group, have left the Hall at the end of your hire time. You will then have a maximum of 30 minutes immediately following your hire for you and your nominated volunteers to clean the Hall in accordance with subsequent Special Conditions.

#### **SC4:**

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! Similarly, rubberised, and glued surfaces can become damaged by use of spray disinfectant too frequently. Complete the cleaning log at the end of the hire. See also the "North Baddesley Village Hall Covid 19 cleaning information for groups" attached.

#### **SC5:**

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** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

#### **SC6:**

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

#### **SC7:**

In order that social distancing can be maintained you will ensure that no more than 40 people attend and that no one visits or socialises in a group of greater than six people at your activity/event. Markings on the Hall floor are provided to facilitate maintenance of social distancing. 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, accessing toilets) 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. You will implement a method of controlling entry into the toilets, such as a card system, so that other users know when a toilet is occupied.

**SC8:**

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 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.

**SC9:**

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 social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

**SC10:**

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

**SC11:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, into the rubbish bags provided, and placing the tied bags into the large wheeled waste container outside near the main entrance.

**SC12:**

You will encourage users to bring their own drinks and food. If drinks or food are made you will be responsible 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, to reduce risk of contamination between hirers, and take them away. You will need to provide washing up liquid and washing up cloths.

**SC13:**

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 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.

**SC14:**

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 disabled toilet. Tissues and a bin or plastic bag, and a bowl for warm soapy water for handwashing will be provided. 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 bookings by email [bookingsnbvh@gmail.com](mailto:bookingsnbvh@gmail.com) and the Hall Chairman on his emergency number 07999 814929.

**SC15:**

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 the exits first and invite people to use toilets in the interval row by row.

**SC16:**

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.

**SC17:**

Where a sport, 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.

**SC18:**

Chairs and tables shall be positioned and restacked by no more than two nominated people, wearing gloves reserved for the purpose.

**SC19:**

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any group owned equipment is cleaned before use and before being stored in the Hall's cupboards. Stored equipment shall be accessed and returned to storage by no more than two nominated people, wearing gloves reserved for the purpose. Group owned equipment must not be stored at the Hall without written permission from the Village Hall Committee. Permission will only be considered for large frequently used items of group owned equipment that cannot reasonably be transported to and from the Hall. All requests to store items at the Hall shall list by quantity each type of equipment with its approximate size along with details as to how you will prevent contamination to Hall users while it is stored. The management committee will then decide if permission can be granted.

**SC20:**

You will not go on the stage, except to access equipment in accordance with the Special Condition above.

**SC21:**

You will not handle either the window curtains of the stage curtains. These must remain tied back.

**SC22:**

No meetings or group activities shall take place in the Cowin room, which will be used for storage of Hall owned equipment and as the normal exit route.

**SC23:**

Access to the kitchen is to be restricted to a maximum of 2 people. You will provide your own kettle. No food or drink is to be left on the premises.

**SC24:**

You will arrange online systems and cashless payments as far as possible.

**SC25:**

You shall inform the Management Committee the e-mail address of at least one member of your group so that information can be communicated quickly.

**SC26:**

You will encourage all 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.

## Appendices

Sample COVID-19 Risk Assessment for hirers of The Village Hall, North Baddesley

North Baddesley Village Hall Covid 19 cleaning information for groups

HELP KEEP THIS HALL COVID-19 SECURE

**Sample COVID-19 Risk Assessment for hirers of The Village Hall, North Baddesley**

This sample document can be used as a guide to help you, a hirer, to produce your own COVID-19 risk assessment for use of the Village Hall. Please read The Village Hall COVID-19 risk assessment and conditions of hire before completing. The Covid-19 risk assessment is intended as a supplement to your group's ordinary Risk Assessment.

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure frequently used surfaces are cleaned before, during and after hire e.g. tables, sinks, doors, and toilet handles.	Have we group owned equipment? Is our equipment presenting a risk to our members and other hirers? Have we group owned equipment that we cannot bring each time so need to store our property at The Village Hall? Have we written permission to store our property at The Village Hall?
<b>Managing social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
<b>Respiratory hygiene</b>	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into outside waste bin at end of hire.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
		bag, then wash or sanitise hands.	
<b>Hand cleanliness</b>	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow Hall instructions. Move person to safe area, obtain contacts, inform cleaner.	

## North Baddesley Village Hall Covid 19 cleaning information for groups

1. The cleaning routine is to keep all surfaces including floors, hand wash basins, door and toilet handles, chairs, light switches, and equipment clean.
2. The emphasis is on cleaning frequently touched surfaces and cleaning hands regularly. There are some surfaces that tend to be touched less frequently than, for example, tabletops, door, and toilet handles. Rather than going to the expense of buying new, less comfortable chairs or a misting device (which may be a risk to some people) the Hall committee asks hirers to be extra vigilant about regular use of hand sanitiser, especially before getting out and stowing these chairs, and to use plastic gloves. Some fabrics are dry clean only, so a sanitiser spray should not be used on them. Pre-schools are encouraging children to wash hands regularly and other hirers are unlikely to touch the same part of a wall as a small child. Unless there is a parent and toddler class using the hall after yoga, it is unlikely other hirers will touch the floor.
3. Supplies of soap and paper towels will be provided at toilet and kitchen sinks.
4. Cleaning supplies for use by hirers will be provided by the Hall for cleaning of the building, Village Hall owned equipment and fixtures and fittings.
5. Hires need to provide cleaning materials for equipment owned by the hirer.
6. We are keen to avoid using disposable gloves and aprons for ordinary cleaning. Disposable ones are only required if cleaning after a suspected COVID-19 case.
7. The Hall cleaner will each day need to check/replenish hand sanitiser at entrance and exits (additional sanitisers for use by hirer during sessions are to be provided by hirer), cleaning materials (including cleanser, spray disinfectant, washing up liquid, cloths, or paper roll) and tissues. The cleaner will check stock levels and advise Caretaker what supplies are required.
8. The hirer removes waste to outside bins before the Hall is next used.
9. The Hall will be cleaned once per day by a cleaning contractor.
10. In addition, each hirer is responsible for cleaning before and after every hire.
11. Each hiring group are to clean surfaces that their group might use before their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave. Hirers will be asked to sign a record sheet confirming e.g. "I have cleaned before leaving all surfaces used during hire", with the time.
12. Switches should be cleaned by cloth, not sprayed with disinfectant. Rubberised or glued surfaces and upholstered surfaces can be damaged by frequent sprays or vigorous rubbing.
13. Wash clothes after attending an activity or event to reduce the risk of transmission.
14. Inside toilets do not have to be made available. However, if you or your group uses them, they must be cleaned before you leave.
15. No changing rooms are provided.
16. Catering - You are advised to encourage your staff, volunteers, and members to bring their own refreshments. For longer, small events, such as an art class, people might individually use the kitchen to make their own refreshments, so you must clean the kitchen and surfaces before and after each individual use. Where refreshments are usually served from a hatch,

such as WI or coffee mornings, a decision will need to be taken by the hirer as to whether it is easier to manage social distancing through inviting people household group by group to a hatch or buffet table or by table service (both may be required). For an interval bar, e.g. at a quiz, drinks might be pre-ordered and collected household group by group. Community cafes and luncheon clubs for the elderly are advised to check Government guidance for cafes and restaurants.

17. Procedures if someone becomes unwell with COVID-19:

- a) The Disabled toilet has been be designated as to the space into which anyone will be moved who becomes unwell at the Hall with suspected COVID-19 symptoms until transport home or to hospital is available.
- b) Tissues and a bowl of warm soapy water for handwashing and paper towels should be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secured toilet cubicle, with a hazardous waste notice on the cubicle door, for 72 hours before being disposed of into the general rubbish collection.
- c) Other people that have attended the same activity should be asked for contact details and then to leave the premises. The Track and Trace service should be informed. (Provision of contact details should be encouraged but is not compulsory).
- d) The hirer shall place a “do not enter suspected Covid incident” notice on the front door the notice can be found with the Covid-19 emergency kit under the sink.
- e) The Hall is to be informed of the incident on the Chairman’s Emergency number 07999 814929 and by means of an emailed report from the hirer describing what has happened, in what areas and action taken to [bookingsnbvh@gmail.com](mailto:bookingsnbvh@gmail.com) as soon as possible and in any event the same day as the incident. The Hall committee will use the emailed report to start the necessary works to allow the Hall to reopen.
- f) A decontamination clean should be carried out by the Hall cleaner in those parts of the premises they have used, in accordance with PHE guidance.
- g) Disposable PPE equipment including gloves should be disposed of into a sealed, labelled or marked plastic bag and placed in a secured toilet cubicle, with a hazardous waste notice on the cubicle door, for 72 hours before rubbish is collected. The cleaner should launder all personal clothing worn on arrival home.

## **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 7 days** of visiting these premises alert NHS Track and Trace. Alert the hall Chairman on 07999 814929 and alert the organiser of the activity you attended.

**3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.

**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. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

**7. 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.

**8. 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.

**9. Keep the hall well ventilated. Close doors and windows on leaving.**

**10. Wash your clothes when you get home** to reduce risk of transmission.

See the cleaning log for details of when the Hall was last cleaned.