



Orsett Village Hall

Conditions of Hire during Covid-19

Note: These conditions are supplemental to, not a replacement for, the hall's regular 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 attached poster which is also displayed in the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
- 2) You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- 3) You will be responsible for cleaning door handles, light switches, window catchments, 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 your own cleaning products. You will be required to clean again on leaving.
- 4) 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.
- 5) 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.
- 6) You will ensure that no more than 30 people* attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 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 confined areas (eg moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time. (*this may increase with government guidance in time)
- 7) You will take particular care to ensure that social distancing is maintained for persons aged over 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 that they can access the toilets, kitchen or any 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.
- 8) You will position furniture or the arrangement in the hall/annexe 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.
- 9) 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 the NHS Track and Trace if required. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing> or call 119 on landline or mobile.
- 10) You will be responsible for the disposal of rubbish created during your hire, including tissues and cleaning cloths/sponges in the bins provided. Please remove the bag and put in bin in car park.

11) You will be responsible, if food and drinks are made, for ensuring all crockery and cutlery is washed in hot soapy water, 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 sponges (which will need to be disposed of before you leave).

12) 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.

13) In the event of someone becoming unwell with suspected Covid-19 symptoms" while at the hall you should remove them to the designated area which is in the corridor behind the stage area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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 Steve the caretaker on 07954 116707.

14) Live performances e.g. drama, 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.

15) Other special points as appropriate;

- Where a group uses their own equipment; you will ask those attending to bring their own equipment and not share it with other members.

- Where you store equipment on the premises you must ensure it is cleaned before you use it and when you put it away again.

It is recommended that you bring your own Covid-19 First Aid Box* in and that you observe the Covid-19 risk assessment we have put together for hirers.

*Suggested contents for the first aid box - Face masks, disposable gloves, plastic face shield, pack of tissues, hand soap in pump dispenser, hand sanitiser, disposable apron, anti-bacterial wipes, rubbish bags, washing up bowl for hand washing.

To show you have read and understood all of the above points with regard to COVID-19 Special Conditions please complete below and either email to chairperson@orsettvillehall.org.uk or leave in hall when you come in.

Signed _____ Date _____

Print Name: _____ Organisation: _____

Position in organisation: _____

Signatory's address: _____

Post Code _____

Phone No. _____

email _____