

Gotherington Village Hall Special Conditions of Hire during COVID-19 – Last Amended: 4th April 2022

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

While the Government has signalled the ending of Covid restrictions you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

SC1:

You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster (also displayed at the hall entrance), including using the hand sanitizer supplied.

SC2:

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

SC3:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or if still in their self-isolation period following a positive test.

SC4:

Cleaning of the hall. The GVH cleaning schedule has been reviewed as part of the risk assessment for re-opening the hall. The Hall is cleaned on weekdays at the start of each day, paying particular attention to worktops, door handles, light switches, washbasins and toilets. Tables and chairs will be cleaned weekly.

You will be responsible for cleaning frequently used surfaces during your hire, including tables, wash hand basins and door handles, using either the products supplied (cleaning spray can be found under kitchen sink and brooms in the lobby to the men's toilets) or your own ordinary domestic products. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5:

You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6:

You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 70 people attend your activity/event in the Main Hall and recommend no more than 2 people in the kitchen at any time, in order that social distancing can be maintained.

SC7:

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8:

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

SC9:

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided outside the main entrance before you leave. All other rubbish should be taken away with you when you leave the hall.

SC11:

Food or drink should if possible be consumed while seated.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13: For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row. We have not marked out a 1-way system, though if required entry can be made through the front door and exit through the fire exit (please be aware of car park traffic on exit).

SC14: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

SC15:

If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home or move them to the designated safe area given your room layout. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform one of the following people as soon as possible (as we will need to alert the cleaner and cancel any following bookings until the Hall can be cleaned).

- Howard Samuels – 01242 672492
- Christine Godsell – 01242 672821

A PPE kit will be made available for emergency use on the premises, stored in the First Aid kit on the kitchen wall.

SC16:

You will organize your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC17: Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members, or you will ensure that any equipment you provide is cleaned before use and before being stored in the hall.