

# West Wickham Village Hall

## Special Conditions for opening Hall for general use

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

### **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 be responsible for cleaning chairs, tables, 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 the products supplied which will be on the peninsular workbench in the kitchen. All equipment used must be returned to its position after use.

Please take care cleaning electrical equipment. Use cloths - do not spray!

### **SC4:**

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 seek a COVID-19 antigen test.

### **SC5:**

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.

### **SC6:**

You will ensure that no more than the following number of people will use the area hired for your event:

Whole Hall 30 people, Small Hall 10 people, Large Hall 20 people.

**The number of people allowed to use the hall will be governed by the latest Government Guidelines which must be followed.**

This is to ensure that social distancing can be maintained. You will ensure that everyone attending maintains social distancing rules 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.

Signs will be in place to manage access to the toilets safely.

**SC7:**

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.

**SC8:**

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 six or less people, 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.

**SC9:**

You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and disposable cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall. All bagged rubbish to be placed in the black waste bin outside the west end of the hall. All other rubbish should be taken away with you when you leave the hall.

**SC11:**

Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink MUST cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

You will be responsible, if drinks or food are made, 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 and remove them afterwards. We will provide washing up liquid and washing up cloths.

**SC12:**

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.

**SC13:**

You should maintain a list of contact details of your group attending each of your events in case of the need to Track and Trace.

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. They should be accompanied by a responsible person who should don the PPE provided. Tissues will be provided along with the PPE and plastic bags, a hand washing bowl, soap, paper towels and warm water will be available for handwashing. The person feeling unwell should be removed from the hall via the nearest external door and any possibly contaminated items should be double bagged in the bags provided and placed in the available waste bin.

All other members of your group should then leave the premises, observing the usual hand sanitising and social distancing precautions and the hall should be closed.

Advise your group members to launder their clothes when they arrive home.

The Booking Secretary or the Chairman of the Hall Management Committee are to be informed immediately of any suspected case of a person showing Covid-19 symptoms.

Contact details: Booking Secretary 01223 290972 Chairman 01223 290559

**SC14:**

With the present social distancing limit the hall capacity is limited to 30 attendees.

**(Also See SC6)**

When events with more than 30 people are allowed 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.

**SC15:**

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.

**SC16:**

Where a group uses their own equipment:

- It should be brought to the hall and taken away afterwards.
- Any equipment used should not be shared with other members.
- You should avoid using equipment, which is difficult to clean, as far as possible.
- You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

**SC 17:**

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.

**SC 18:**

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.