

Cheddon Fitzpaine Memorial 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.

Whilst the Government has signalled the ending of Covid restrictions from 24th February 2022 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 ensuring those attending your activity or event comply with COVID-19 Secure advice while entering and occupying the hall, as shown on the posters which are displayed at the hall entrance, in particular using the hand sanitiser supplied.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which a copy is available on our website <http://www.cheddonfitzpainevillagehall.co.uk/documents>.

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 anyone in their household has had COVID-19 symptoms in the last 48 hours, or still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS if the result is positive.

SC4: You will be responsible for regular cleaning of frequently used surfaces during your period of hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks. using the materials provided in the Red box in the kitchen. Clean all equipment on removal and return to the storeroom and clean all surfaces on arrival and before leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC5: You will keep the premises well ventilated throughout your hire. You will also 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 regularly contact with each other as far as possible. You should keep this in mind when inviting persons to attend your event/function.

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 foyer, 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 to be more vulnerable to COVID-19, including for example ensuring they can access toilets or other confined areas without compromising social distancing.

SC9: You are asked to 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 any tissues and paper towels, taking all rubbish away, including the bags in the waste bins, with you when you leave the hall.

SC11: Food and drink, if possible, be consumed while seated.

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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 cleansing is required, if it is reported that these Special Hiring Conditions are not being complied with, 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: For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example by operating a booking system or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC14: In order to avoid risk of aerosol or droplet transmission please 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.

SC15: In the event of someone becoming unwell with suspected Covid-19 symptoms arrange for them to go home immediately. A Covid first aid kit, with instructions for use, is available in the kitchen by the cleaning materials if required. Ask others in your group to provide contact details if you do not have them, and then leave the premises. Advise them to launder their clothes when they arrive home. Inform the hall manager on 07586413290.

SC16: You will ask those attending to bring their own equipment and not share it with others. You will ensure that any equipment you provide is cleaned before and after use.

SC17: Hirers to use disposable gloves, available in the cleaning box, when moving the upholstered seating in the Committee room.

SC17: The hall will provide cleaning materials and cloths and these can be found, together with their usage in the Red box in the Kitchen. Hirers will need to provide their own tea towels.

SC18: Where applicable, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.