

Colne Community Hall

Appendix E

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to 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 are advised to clean **before** other members of your group or organisation arrive, i.e., door handles, light switches, window catches, equipment, tables and chairs, toilet handles and seats, wash basins and all surfaces. You must clean all facilities that you have used during your period of hire, **before** you leave the premises, using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.

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 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.

SC5:

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.

SC6:

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, and as far as possible observes social

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distancing of 1m plus mitigation measures when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. For the use of toilets, you are advised that no more than **two** people use the ladies, **one** person use the gents and **one** person for the disabled toilet at one time.

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 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. 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.

SC9:

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.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Small amounts of rubbish can be left in the bins provided, larger amounts of rubbish must be taken away with you, at the end of your hire period, when you leave the hall.

SC11:

You will encourage users to bring their own drinks and food **or 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. To reduce the risk of contamination between hirers, you will bring your own tea towels and take them away at the end of your hire period. We will provide washing up liquid and washing up cloths.

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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 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 period.

SC13:

In the unlikely event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them from the hall at the earliest opportunity. 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 the hall **Booking Officer** on telephone number: **01487 841735**.

SC14:

Live performances e.g. drama, discos and singing 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 presentations, music or broadcasts at a volume which makes normal conversation difficult.

SC15:

Other special points as appropriate.

E.g. For performances and other events with seated audiences: You will provide attendants 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.

Where a group uses their own equipment:

You will 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's cupboards.