

PITTON VILLAGE 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.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the latest COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the poster displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which a copy can be found on the Pitton & Farley website.

SC3:

You will be responsible for cleaning 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to **clean again on leaving**. A sheet can be found on the table in the main hall which gives a tick list of items to be cleaned. This is to be signed in the before hire and after hire column and left in the box provided so that other hirers can see that these actions have been carried out.

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

Do not try to clean the fabric of the chairs, but wipe down the metal parts. You can wash your hands before and after removing and stowing these chairs OR use gloves (not provided).

You will make sure that only one person at a time is allowed in the chair store.

Fifteen minutes of **free** hire time (outside of you booked time) is provided for each of the before and after cleaning events. That is, one half hour of **free** extra time for cleaning.

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 2m social distancing while waiting to enter 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, passing in corridors) which should be kept as brief as possible. You will make sure that no more than **ONE** person use each suite of toilets 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, and provide 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.

SC9:

You will 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, taking all rubbish away with you when you leave the hall. **Do NOT put your rubbish in the outside bin.**

SC11:

You will encourage users to bring their own drinks and food and 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, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.

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:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated isolation area which is the room opposite the disabled toilet. The doors must be opened for ventilation. You will provide tissues and a bowl of warm soapy water for handwashing. Bags will be provided for tissues etc. in that room. Ask others in your group to provide contact details if you do not have them, call the hall manager on 01722 712780 and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home.

SC14: Live performances e.g. drama, music and parties 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.

SC15:

You will ensure that any equipment you use which belongs to the hall is cleaned before and after use.

SC16:

The hall does not provide gloves or masks, so please bring your own – where required.

SC17:

You will remove all food from the fridge after your session.

SC18:

You do not have access to projection nor sound equipment. Please do not touch photographs of other items displayed on the walls.

SC19:

You will leave the stage curtains closed.

SC20:

When using the Griffin room a window must be open at all times.

August 2020