



SAXILBY VILLAGE HALL

Saxilby Village Hall - Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary Terms & Conditions of hire. Acceptance of the Terms & Conditions of hire will be taken to mean that you have read, and will comply with, the following Special Conditions of Hire, as amended from time to time. The latest version will always be displayed on the Saxilby Village Hall Health & Safety Notice Board, and is available from our website at: www.saxilbyvillagehall.org.uk

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 signage which is displayed at the hall entrance, and in particular using the hand sanitiser supplied when entering the hall and after using tissues, and also being aware of the government mandate regarding the wearing of face coverings in indoor locations such as community centres and social clubs, from Saturday 8th August 2020.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, and the example Risk Assessment for Groups, of which you have been provided with copies.

SC3: The Hall will be cleaned prior to the first booking of the day. 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 anti-bacterial 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 non-chargeable 30-minute period before and after the booked times will be allowed for cleaning. Please record all cleaning activities on the logs provided in each room.

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 government's Test, Track and Trace system to alert others with whom they have been in contact and must seek a COVID-19 antigen test. The Booking Secretary must also be informed if such symptoms are developed.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open where possible. You will be responsible for ensuring they are securely closed on leaving. Doors between the Foyer and Main Hall, and the Lounge, may now be latched open using the floor system provided. They will close automatically in the event of the fire alarm sounding.

SC6: You will ensure that no more people attend your activity/event than the booked room(s) is allowed to hold, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure that everyone attending maintains 2m social distancing while waiting to enter or leave the premises, and as far as possible observes social distancing of 1m plus mitigation when using shared or more confined areas (e.g. foyer, corridors, stairs, kitchen, etc, or when moving and stowing equipment). You will make sure that the toilets are not overcrowded (e.g by extending or staggering break periods where applicable).

Room	MAXIMUM Capacity
Main Hall	60
Lounge	40
Meeting Room	15

Note: In the event of an emergency evacuation, the priority is to safely exit the building. Social distancing rules do not apply in that situation.



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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 an appropriate 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 where possible.

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: people seating side by side, with at least one empty chair between each person, 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 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 posters at the hall entrance and inside each room 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 cleaning cloths, in the rubbish bins provided in the foyer, kitchen and in each room before you leave 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. If drinks or food are made, you will ensure that all disposable items are placed in the bins provided in the kitchen. Any non-disposable items used (e.g crockery and cutlery) are to be washed in hot soapy water, dried and stowed away. You must bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away to be laundered. We will provide washing up liquid and washing up cloths.

SC12: We reserve 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 safe area which is the Props Room. Tissues, paper towels, soap, a bin or plastic bag, and a hot water supply for handwashing are available there. (Anyone needing to leave the building after being isolated in the props room should do so via the Fire Exit on to Sykes Lane, not via the foyer.) 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 everyone to launder their clothes when they arrive home. Inform the Bookings Secretary promptly: Neil Webster - 07523 642036).

SC 14: 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.



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SC 15: Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

SC16: Other special points as appropriate.

- a) To avoid different groups mixing in the foyer, we suggest that people enter via the front door as normal and move directly to their booked room. Please do not loiter in the foyer or immediately inside room entrance doors. Users of the Main Hall and the Lounge should consider leaving via the Fire Escape doors leading to the High Street. Organisers should ensure that Fire Escape doors are then secured correctly before then leaving via the Front Door.
- b) Wedding Receptions, Funerals, and other celebrations and life cycle events are permitted but must follow the government guidelines in place for such activities at the time.
- c) For events with more than 30 people 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.
- d) For performances and other events with seated audiences (when allowed): You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to arrange departure of those seated closest to the exits first, and extend or stagger breaks to ensure that toilets are not overcrowded.
- e) 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.
- f) Where a group uses their own equipment: You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.
- g) Where a sports, exercise or performing arts activity takes place: you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- h) Further government advice regarding usage of the hall for activities involving sports and gym facilities may be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- i) Further government advice regarding usage of the hall for activities involving performing arts may be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>