

## COVID-19 Special Conditions of Hire

**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 in the hall foyer, 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 door handles, light switches, window catches, equipment 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, 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.

**Please take care cleaning electrical equipment and light switches. 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 in the main hall/**6** people in the meeting room 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, observes the one-way system within the premises, and as far as possible when

using more confined areas e.g. moving and stowing equipment, 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.

The one-way-system in the hall is: entry by the front door and exit by the double doors at the back of the hall. For anyone in the meeting room or office the exit is via the kitchen and then the corridor at the back of the main hall to the exit at the double doors. Please ensure that everyone maintains social distancing while exiting.

**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 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 who are face to face

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided, before you leave the hall.

**SC10:**

You will encourage users to bring their own drinks and food.

**SC11:**

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 re-reported that these Special Hiring Conditions 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.

**SC12:**

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 disabled toilet.

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 supervisor on 07976315166.

**SC13:**

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.

**SC14:**

Where a group uses their own equipment: you will ask those attending to bring their own equipment and not share it with other members, or you will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you do provide is cleaned before use and before being stored in the hall's cupboards.

**SC15:**

The NHS COVID-19 app is now available. The following link provides a full description of the app's operation and functions -

<https://www.gov.uk/government/news/nhs-covid-19-app-launches-across-england-and-wales>

Two QR code posters are now displayed in the Henllys Village Hall, one on the double doors in the foyer and one on the rear fire doors.

Please advise your members to load the app to their phone and to click on the QR code poster upon each entry to the premises. (Details of compatible phones are listed in the above link).

Use of this App does **not** replace the keeping of a register of attendees to your classes, and their contact details. You must still keep a full register of contact details and attendees at **each** of your classes for the purposes of the NHS Wales Test, Trace, Protect programme, registers must be kept for 21 days.

As always, remember to wear face coverings on entry, on exit, in the foyer, in corridors and in the kitchen. Social distance at all times and use hand sanitiser and wash hands frequently.

I accept the above conditions and will ensure my group adheres to them.

Group .....

Signed ..... Date .....