

## Sandleheath Village Hall

St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD

Phone: 07887 763707 Email: [bookings@sandleheathvillagehall.com](mailto:bookings@sandleheathvillagehall.com)

### **SANDLEHEATH VILLAGE HALL – COVID SPECIAL HIRING CONDITIONS**

These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. However, these conditions take priority.

#### **INTRODUCTION**

1. On 08 December, the Prime Minister announced that further restrictions will be brought in to reduce the spread of the Covid-19 Omicron variant. Community centres and halls have been added to the list of venues where face coverings must be worn: 'unless you are exempt or have a reasonable excuse'. The Sandleheath Village Hall (SVH) trustees intend to manage SVH in a way that will promote the safety of those using it.
2. By hiring SVH, you undertake to comply with the actions identified in these Conditions. They are derived from our hall's Covid Risk Assessment, which can be shown to you on request. You, the hirer, are responsible for ensuring those attending your activity or event comply with Covid Secure advice while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular face mask wearing and using the hand sanitiser supplied when entering the hall and after using tissues.

#### **TRUSTEE UNDERTAKINGS**

3. **Cleaning.** We will continue to do a wipe-down of handles, knobs, door pushes, toilet facilities, and all items and surfaces likely to be touched by users on a frequent basis, but cannot do this between all hirings. This is in addition to the normal cleaning activities.
4. **Equipment.** We will maintain the supply of sanitiser at the hall entrance. Soap, water and paper towels are available in the kitchen and hot-air hand dryers in the toilets. We will continue to supply the NHS Covid QR Code card and a 'hall last cleaned' certificate at the front door. We will display a Covid poster (see Annex A).
5. **Capacity.** We will maintain a maximum hall capacity of 40 persons, half of the hall's full capacity to ensure that social distancing can be maintained. You will encourage people to avoid close contact with those they do not regularly see as far as possible.

#### **USER RESPONSIBILITIES**

6. Hall users have a duty of care within the activities they sponsor, and it will benefit all users if the hall can avoid being a source of infection. You should conduct your own Risk Assessment before using the hall (for a suggested template, see Annex B), and observe these requirements:

- a. **All Events and Activities.** All users should adopt these measures:

- (1) **Face Covering.** All those entering the hall are to require to wear a face covering, unless they have an exemption<sup>1</sup>. Masks may be removed if the individual is:

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<sup>1</sup> Some people, including children under 11, are exempt from having to wear face coverings in any setting. Furthermore, anyone with a health condition or disability, which means they cannot wear a face covering, has a reasonable excuse for not wearing a face covering.

- (a) Actually engaged in eating, drinking or exercising.
- (b) Singing as part of a choir, service, performance or rehearsal for a performance.

(2) **One-Way System.** Use the one-way system hall entry and exit, the exit being from the kitchen.

(3) **Social Distancing.** Implement social distancing between family groups as far as is possible. This may be achieved through dispersed seating arrangements or by reduced numbers participating in an activity. You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting, a wide U-shape is advisable.

(4) **Ventilation.** Maintain a good level of ventilation to reduce the risk of infection. Consider opening the entry and exit doors, and the windows.

(5) **Sanitation.** Use the hand sanitisers and to wash hands thoroughly at every opportunity.

(6) **Active Pursuits.** Sports, exercise or performing arts activities should be conducted in accordance with guidance issued by the relevant governing body for their sport or activity.

(7) **Equipment.** You should ask those attending to bring their own equipment and not share it with other members.

b. **Larger Events.** For events with larger numbers of people attending, the organisers should take further steps to ensure the safety of the public in relation to Covid. This could be, 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 those closest to the exit first, and invite people to use toilets row by row.

7. **NHS QR Code.** Users are requested to scan the QR code when they arrive, using the NHS Covid app, if they can. This is to help trace and stop the spread of Covid. Organisers of regular events with attendance of more than six people should consider creating, displaying and using their own NHS QR code poster rather than the hall one. Organisers can create their own QR code at: <https://www.gov.uk/create-coronavirus-qr-poster>.

8. **Symptoms.** You must make sure that anyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had Covid symptoms in the last 48 hours, has tested positive for the virus, or is required to self-isolate for any other reason such as travel abroad. If they develop symptoms within 10 days of visiting the premises, they **MUST** seek a Covid test.

9. **Contact Tracing.** You are required to keep a record of the date and time of your event and the names and contact phone number or email of all those who attend, for a period of three weeks afterwards. This can be done by operating an advance booking system or by asking everyone who attends to sign in. The Village Hall QR poster or the event QR poster may be used as an alternative.

10. **Protecting the Vulnerable.** You must take particular care to ensure that social distancing is maintained for anyone likely to be clinically more vulnerable to Covid, including

for example keeping a two-metre distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without compromising social distancing.

11. **Cleaning.** Persons hiring the hall are allotted an extra 15 minutes for cleaning before the start of their activity and also at the end of their hire period, without extra charge. You are responsible for:

- a. 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. Please take care cleaning electrical equipment: use cloths - do not spray.
- b. Keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic products.
- c. Cleaning again as above on leaving.
- d. Completing the 'hall last cleaned' certificate, located on the entrance sanitisation table, as you leave.
- e. If you are using the tables and chairs provided by the hall, they are to be cleaned as above.

12. **Rubbish.** You are responsible for the disposal of all rubbish created during your hire. You may use the small pedal bins located near the door to the kitchen and in the toilets to dispose of cleaning materials, such as wipes provided by the hall and tissues used by individuals, but all other items brought by those attending that become rubbish must be removed by the individual who brought them, such as water bottles.

13. **Kitchen.** If food or drinks are made, you are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and put away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We provide washing up liquid and washing up cloths.

14. **Becoming Unwell.** In the event of someone becoming unwell with suspected Covid symptoms while at the hall you should:

- a. Send them home immediately.
- b. Ask other members of your group to provide their contact details if you do not have them.
- c. Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
- d. Advise them to launder their clothes when they arrive home.
- e. Inform the Hall Manager by leaving a message on 07887 763707.
- f. If the unwell person needs to wait for a lift, keep them isolated from others.

15. **Hall Closure.** We will have the right to close the hall if there are safety concerns relating to Covid, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is 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.

Annexes:

- A. COVID Poster for Sandleheath Village Hall.
- B. Sample COVID Risk Assessment for Hirers of Sandleheath Village Hall.

ANNEX A

**SANDLEHEATH VILLAGE HALL – COVID POSTER**

**HELP KEEP THIS HALL COVID-19 SECURE**

1. You must not enter if you or anyone in your household has Covid symptoms.
2. If you develop Covid symptoms within 10 days of visiting these premises, you must seek a Covid test.
3. Maintain social distancing as far as possible from anyone you do not have regular contact with.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. Face coverings **MUST** be worn in the hall unless you are engaged in eating, drinking or exercising, or singing in a choir, service, performance or rehearsal for a performance.
7. “Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. Keep the hall well ventilated. Close doors and windows on leaving.

## ANNEX B

**SAMPLE COVID RISK ASSESSMENT FOR HIRERS OF SANDLEHEATH VILLAGE HALL**

The table below can be used as a guide to help hirers produce their own Covid risk assessment for use of our hall. It is not intended to replace your group's ordinary Risk Assessment. The Hall Manager can assist you with this task if required.

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or Hall Manager have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they should observe social distancing as far as possible and use any one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others they do not usually meet	Ask people to BYO food and drink? Allow older people time to use toilets without others present. Avoid raised voices or loud music. Avoid 'crowded' dancing or activities.
<b>Respiratory hygiene</b>	Transmission to other members of group	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Face coverings to be worn in confined areas or with vulnerable people.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire.
<b>Hand cleanliness</b>	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly	

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
		using soap and paper towels.	
<b>Someone falls ill with COVID symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform Hall Manager.	