

Whitley Chapel Parish Hall

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to and not a replacement for the Halls ordinary Conditions of Hire

1 Introduction

The Trustees are taking a cautious approach to re-opening the Hall. It will open on 1st August 2020 and initially be available **only** to affiliated groups and other regular users.

The parts of the Hall available to hire are as follows:

- Main Hall, small kitchen, main toilets and disabled toilets. **Maximum capacity 30 people**
- Meeting room, small kitchen, meeting room toilets and disabled toilets. **Maximum capacity 15 people**
- The main kitchen will remain closed
- The shower room will remain closed
- The supper room is reserved as an isolation room to be used in the event of someone becoming ill with Covid symptoms
- Only one part of the Hall may be hired for an event.
- To avoid overlapping, only one part of the Hall will be available for any one hire session
- **Bars are not permitted**

The special conditions will be regularly reviewed by the management committee, taking account of any problems encountered and evolving government guidelines.

The conditions are based upon the COVID-19 Secure Guidelines and are underpinned by the following 5 key points:

- Maintaining social distancing
- Regular cleaning of surfaces
- Ensuring respiratory hygiene
- Cleaning your hands often.
- Minimising contact with individuals who are unwell.

2 Hirer's responsibility

The Hirer is responsible for ensuring compliance with COVID-19 guidelines.

The following rules shall be complied with together with any other necessary actions required to meet these guidelines.

The Hirer shall also ensure compliance with trade association, governing body, Charity Commission, government and all activity controlling body requirements.

The ACRE information sheet on the re-opening of village and community halls provides information that may be helpful to Hirers including government guidance references and sample risk assessments

3 Activities in the Hall

Permitted and not permitted activities relate to regular users of the Hall only. Casual use of the Hall is not allowed at the present time.

Permitted:

- Schools subject to Charity Commission guidelines
- Basketry club
- Indoor bowls subject to bowls governing body guidelines
- Football club, use of toilets if no other user in the Hall
- Craft club
- Leek Club meetings
- Drama rehearsals (no singing, wind or brass instruments)
- Seated meetings of Parish Council, Hall Trustees and Parochial Church Council
- Pilates
- Table tennis
- WI; limited to **30** people
- Public consultations and polling station where a one way system can be used.
- Maintenance, building work, risk assessments, caretaking.

Not Permitted

- Singing, including choir practice, congregations, performances and audience participation
- Woodwind and brass instrument rehearsals and performances.
- Dances and discos
- Teenage and adult parties
- Closely seated audience events.
- Non structured activities where social guidelines cannot be ensured
- Cafes and bars

4 Social Distancing

The Hirer must ensure strict adherence to social distancing of 2 metres, and only where 2 metres is not viable allow 1 metre with risk mitigating measures. Preparing hot drinks and food in the small kitchen and serving are examples where 2 metres may not be viable.

- Where rows of seats are used for an event they shall be arranged with 2 chair spacing between each seat and a minimum of 2 metres between seat rows. Sufficiently wide gaps shall be left at the end of rows to allow movement up and down the Hall whilst maintaining social distancing.
- Where tables are used they shall be set out in a horseshoe arrangement with seats looking into the centre and with 2 chair space between them.
- The Hirer shall record all attendees at the event together with contact details.
- Should an infection or suspected infection occur during the event or within the household of an attendee, the Hirer shall supply this information to the Track Test and Trace Service as required.
- Should the Hirer be required to provide information to the Track, Test and Trace Service then they must also inform the Booking Secretary this action has been taken.
- A one way system shall be used.
 - Enter the main Hall through the front entrance and exit through the rear entrance at the playing field end of the building.
 - Enter the meeting room through the door at the playing field end and exit through the door at the stage end of the room. Enter and leave the building by the rear entrance taking care to maintain social distancing
- The Hirer must appoint attendants who will be responsible for maintaining social distancing outside the Hall, in the entrance area to the main hall, the Hall itself, during the serving of food, use of the toilets, other activities and exiting the building at the end of the meeting. Similarly attendants shall be appointed by Hirers using the meeting room.
- The government advice is that you should wear a face covering if in an enclosed space where social distancing is not possible
- Where food is served, the Hirer may use the small kitchen to serve food prepared outside the Hall using glassware, crockery, utensils and tea towels brought in. Special precautions are needed where people are working close together in the confined space of the small kitchen or serving food at table. The Hirer shall be responsible for providing face masks, gloves and other protective clothing required.
- Special attention shall be given to ensuring protection of at risk people attending the event. The Hirer shall ensure that social distancing and other measures are maintained for any person aged 70 or over, likely to be clinically more vulnerable to COVID-19 or within the cohort of vulnerable individuals.

- The Hall shall be kept well ventilated throughout its use by opening windows. **Do not use the ventilation fans.** Close all windows at the end of the event.
- In the event of an emergency it is important to prioritise safety and in such cases people do not have to stay 2 metres apart.

5 NHS Track and Trace

- The Hirer shall assist the NHS test Track and Trace service by keeping a temporary record of those attending for 21 days and by providing that data to NHS Track Test and Trace if needed.

6 Cleaning of surfaces

- The Hirer shall clean all surfaces likely to be touched before and after an event. This includes door handles, locks, restraining catches, parts of the door held whilst opening or closing it, window handles, tables, chairs, small kitchen work surfaces, sink, taps, hot water boiler, kettles, microwave, refrigerator, cupboard doors and handles, waste bins etc., toilet areas (main hall and disabled) including sinks, taps, cubicle doors and catches, WC seats, cistern and handles.
- Spray cleaners shall not be used for the cleaning of electrical appliances after use: apply the cleaner to a cloth and wipe the appliance.
- Cleaning materials will be provided. Cleaning cloths shall be disposed of after use.
- Hirers using their own equipment stored in the Hall must clean the equipment before each session and again before stowing it away after use.

7 Ensuring Respiratory Hygiene

- **You must not enter the Hall if anyone in your household has COVID-19 symptoms**
- Any person attending the event who **develops COVID-19 symptoms within 7 days of visiting the Hall** must tell the Hirer who must then inform the Track, Test and Trace service and the Hall Booking Secretary.
- **Should someone become unwell with COVID-19 symptom** during an event they should be isolated in the supper room until an ambulance or transport home is available.
 - Tissues, paper towels, soap and a bowl is provided in the supper room. The Hirer shall ensure the bowl is filled with water before the event. Used tissues and paper towels shall be sealed in the plastic bin bag provided and disposed of safely after the event.
 - The Hirer shall record the names and contact details of all people the affected person has been in contact with. These people should then be asked to leave the premises.
 - The Hirer shall then inform The Track, Test and Trace service and the Hall Booking Secretary
 - The Hall will then be closed for 72 hours and a de-contamination clean carried out.

- **Avoid touching your face, eyes or nose.**
- **“Catch it, bin it, and kill it”.** Tissues must be disposed of into lined rubbish bins provided.
- It is advisable to wash clothes after attending an event at the Hall

8 Cleaning your hands often

- Sanitiser and paper towels are provided at both the entrance and exit doors. All users of the Hall are required to sanitise their hands when entering the Hall and upon leaving it.
- Liquid soap and paper towels are provided in the toilets and small kitchen areas and users are encouraged to regularly wash their hands in accordance with government guidelines.
- Lined waste bins are provided for disposal of paper towels and tissues. At the end of the event the Hirer shall carefully seal the liner bags and dispose of them and their content. New bin liners shall be placed in the waste bins in preparation for the next Hirer.
- The Hall will continue to be cleaned weekly, except in the event of a reported possible COVID- 19 contamination, when it will be closed for 72 hours and a de-contamination clean carried out before re-opening.

9 Removal of waste

- The Hirer shall remove waste from the Hall arising during the event, including bagged paper towels, tissues, gloves and personal protective equipment together with all other waste material.
- The hirer shall be responsible for the safe disposal of the waste arising including complying with COVID – 19 regulations for the safe disposal of infected material.

10 Risk Assessment

- The Hirer shall comply with the actions identified in the Hall’s Risk Assessment (copy provided)
- The Hirer shall carry out a risk assessment covering such matters particular to their event and ensure that actions identified are complied with. This might for example deal with the handling of cash for entrance fees or cash or tickets for raffles and prize draws, protection of vulnerable people, those within the cohort of vulnerable individuals etc.
- Example of Hirer Risk Assessment is attached (appendix G)

By putting a cross in this box the Hirer agrees to comply with these supplemental conditions

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