**Whitley Chapel Parish Hall**

**Special Conditions of Hire during COVID-19**

**Version 5: 11th April 2021**

**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 12th April for very limited activities only and initially (up to the 17th May) 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 up to 17th May, increased to 60 from 17th May to 21st June 2021**
* Meeting room, small kitchen, meeting room toilets and disabled toilets. **Maximum capacity** **15 people up to 17th May, increased to 30 people from 17th May to 21st June 2021**
* Use of the meeting room is limited to meetings, similar sit down events and children activities
* The main Kitchen will remain closed
* The stage is reserved as an isolation area to be used in the event of someone becoming ill with Covid 19 symptoms
* The shower room will remain closed
* The supper room is out of action and will remain closed
* 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 process of unlocking is dependent upon all four of the following conditions being met (Government Road Map). All dates are “no earlier than” and the Government will confirm beforehand. It is possible that activities may be affected by changes to release dates as a result of failure to achieve unlocking conditions and bookings are accepted on the understanding these may as result be changed or cancelled.

1. The coronavirus vaccine programme continues to go to plan.
2. Evidence shows vaccines are sufficiently reducing the number of people dying or needing hospital treatment.
3. Infection rates do not risk a surge in hospital treatment.
4. New variants of the virus do not fundamentally change the risk of lifting.

The Hall is let on the condition that a “Covid Secure” environment is maintained.

The test, trace and isolate programmes will remain in place, so there will be a continued need for hirers to keep records of attendance for this purpose.

Continued attention to hand washing, good hygiene, wearing of face masks, social distancing and indoor capacity limits are conditions of using the hall. These conditions will remain in force until at least the 21st June 2021and may be reapplied next winter to keep the virus under control.

1. **Hirers responsibility**

The hirer is responsible for ensuring compliance with all 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 or sports association, arts council governing body, Charity Commission, government departments 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

1. **Activities in the Hall**

 All permitted activities are subject to the requirements of the Special Conditions of Hire during Corvid-19

**Government Road Map- Step 2**

 Permitted from 12th April 2021

The **maximum permitted number** of people to use the main hall is **30** and the meeting room **15**

Affiliated groups and regular users only

The activities allowed are shown under step 2 in the ACRE table of Permitted activities attached

**Government Road Map-Step 3**

Permitted from 17th May 2021

From this date the hall will be available to both regular and casual users subject to compliance with the special conditions of hire.

The **maximum number of people** to use the main hall is increased to **60** (except for weddings,receptions, funerals, wakes, christening and bar mitzvahs)and the meeting room **30**

The activities allowed are shown under step 3 in the ACRE table of permitted activities attached

**Government Road Map-Step 4**

Permitted from 21st June 2021

All legal limits on social contact are removed.

The activities allowed are shown under step 4 in the ACRE table attached.

1. **Social Distancing**
* The Hirer must ensure strict adherence to social distancing of 2 metres and onlywhere 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.
* The hirer shall ensure that social distancing is observed in the hall parking and areas outside the entrance and exit doors of the hall.
* 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 and meeting room, either room during the serving of food, use of the toilets, other activities and exiting the building at the end of the meeting.
* Where food is served, the hirer may use the small kitchen to serve food prepared outside the hall using glassware, crockery and 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, 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. 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.
* **Face Coverings**
* Face coverings are required to be worn inside the hall and meeting room.
* **Groups of more than 6 people**

The rule of 6 shall apply in accordance with the government guidelines at each step of the road map. Guidance as to how this shall apply is found in the ACRE table of permitted activities attached.

1. **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 to provide that data to NHS Test Track and Trace if needed.
* Following the launch of the new NHS COVID-19 app to support test and trace the hall has created and displayed a QR code which will allow those entering the hall to use their phone to check-in instead of filling out the a check-in book.
* **However** the hirer must maintain an alternative to use of the app for check-in to allow for a record of contact details for those who do not have the app.
1. **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.
* Cleaning materials will be provided. Cleaning clothes 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.
1. **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 Test, Trace and Track service and the Hall Booking Secretary.
* **Should someone become unwell with COVID-19 symptom** during an event they should be isolated in the stage area with the blinds closed until an ambulance or transport home is available.
* Tissues, paper towels, soap and a bowl is provided in the stage area. 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
1. **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 it and its content. New bin liners shall be placed in the waste bins in preparation for the next user of the hall
* 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.
1. **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 off site of waste arising including complying with COVID – 19 regulations for the safe disposal of infected material.
1. **Risk Assessment**
* The hirer shall comply with the actions identified in the hall’s risk assessment which is available on the hall web site.
* 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 available on the hall web site

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

**Attachment**

**ACRE Table of permitted activities** can be found in the following places:

<https://acre.org.uk/cms/resourses/appendix-d-activities-table-26.3.21.pdf>

<https://www.hexhamshire.org.uk> Whitley Chapel Parish Hall tab

Whitley Chapel Parish Hall face book page

Version 1:- 25th July 2020

Version 2:- 14th August 2020

Version 3:- 7th September 2020

Version 4:- 16th September 2020

Version 5:- 11th April 2021