

# Farrington Gurney Memorial Hall

## Special Covid Conditions of Hire - 16/06/2021

SC1.

The Hirer must, if applicable, provide their own activity-related risk assessment to the Booking Secretary prior to confirmation of booking and use of the building. They should have appropriate insurance cover and clearance from their governing body to restart their activity.

SC2.

The Hirer will be responsible for keeping up to date with government guidance relating to their activity e.g. regarding face coverings, social distancing etc. If in doubt, please check with the Booking Secretary (mobile number 07742 763581).

SC3.

The Hirer will be responsible for ensuring that those attending their activity or event comply with the Covid-19 Secure Guidelines found on page 4 of this document - these guidelines are also displayed at the Hall entrance and of particular importance is the use of hand sanitiser from the wall-mounted Automatic Hand Sanitiser Dispensers especially when entering the Hall and after using tissues.

SC4.

The Hirer will undertake to comply with the actions identified in the Hall's Covid-19 Risk Assessment, a copy of which is provided.

SC5.

Cleaning outside the building - The Hirer will be responsible for cleaning frequent-touch Hall exterior entrance surfaces prior to the start of their activity e.g. Hall front door handle. The Hirer will be responsible for managing social distancing and potential queuing outside the Hall.

SC6.

Cleaning inside the building - The Hirer will be responsible for ensuring the Covid-19 cleanliness of their own equipment and any 3rd party equipment before it is brought into the building. Any equipment removed for use from the Hall storage cupboards e.g. tables, badminton equipment etc. should also be cleaned. The Hirer will also be responsible for cleaning door handles, light switches, toilet handles and seats, wash hand basins, window catches in the toilets if used, and all surfaces likely to be touched during the period of hire. This must be completed BEFORE those attending their activity enter the building. The Hirer will keep the premises clean by regular cleaning of surfaces during their hire. The Hirer will be required to clean again before leaving including any equipment to be stored in the Hall's cupboards. In all instances the Hirer must supply and use their own ordinary domestic cleaning products. Particular care should be taken when cleaning electrical equipment – cloths/wipes should be used and NOT spray cleaner. The lights in the toilets illuminate and extinguish automatically & so these light switches should not be touched.

SC7a.

The Hirer will ensure that any upholstered chairs which need to be used during their activity are used in accordance with the chair stacking/rotation instructions which are stated on the 'Use of Chairs' notices on the wall above the chair storage positions. Chairs are stacked in discrete groups for use on designated days. Rotation of chair groups is in place to ensure a minimum of 72 hours between chair groups being reused. The signage provided will indicate which chair groups should be used on which days.

SC7b.

The Hirer will ensure that opening and closing of Hall curtains is kept to an absolute minimum so as to minimise the risk of contamination of the curtain pull cords.

SC8.

The Hirer will make sure that everyone likely to be attending their 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 48 hours.

The Hirer will also make sure that everyone likely to be attending their activity or event understands that if they develop symptoms of Covid-19 within 10 days of visiting the Hall premises they MUST use the NHS Test, Track and Trace system to alert others with whom they have been in contact. It is also essential that they get a Covid-19 Antigen test.

SC9.

The Hirer will keep the Hall premises well ventilated throughout their hire. This is to be achieved by running the main Hall ventilation fans. The switches for these fans are next to the Hall light switches which are behind the counter in the lobby. Fans must be operated in ECO MODE as indicated on the instruction sheet mounted above the fan switches. The fans must be switched off at the end of the hire period.

SC10a.

Sporting/Physical Activities - The Hirer will ensure that no more than 16 people maximum (including the Hirer) attend their activity in the main Hall in order that appropriate social distancing is achieved. For high intensity exercise an area of 100 sq. ft (9.29 sq.m.) per person must be allowed in accordance with current government guidance. The Hirer will ensure that everyone attending maintains 2 metres social distancing while waiting to enter or exit the premises and that social distancing of 1 metre plus mitigation measures are observed as far as possible when using more confined areas e.g. when accessing toilet facilities.

SC10b.

Non-Sporting Activities - The Hirer will ensure that no more than 40 people (including the Hirer) attend their activity in the main Hall (unless government guidance prescribes a lower limit) in order that social distancing of 2 metres (or 1 metre plus mitigation measures) can be maintained. The Hirer will ensure that everyone attending maintains 2 metres social distancing while waiting to enter or exit the premises and that social distancing of 1 metre plus mitigation measures are observed as far as possible when using more confined areas e.g. when accessing toilet facilities.

SC11.

The Hirer will take particular care to ensure that social distancing is maintained for any person aged 70 or over or likely to be clinically more vulnerable to Covid-19, including for example keeping a 2 metre social distance around them when going in and out of rooms and ensuring they can access the toilet facilities 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.

SC12.

The Hirer will position furniture or the arrangement of the Hall space so as to facilitate social distancing of 2 metres between individual people or groups of up to 2 households (or 1 metre with mitigation measures).

SC13.

The Hirer is requested to keep a record (including the date & time the activity started) of the name and contact telephone number or email address of all those who attend their activity or event for 3 weeks after the activity or event and provide the record to NHS Test, Track and Trace if required. This can be done either by operating an

advance booking system which collects these details or by asking everyone who attends to use the Hall's NHS QR poster sited in the Hall entrance lobby & the main Hall or by using the Hirer's own QR code poster. Hirers must keep a manual record of anyone who choose not to register by these methods.

SC14.

The Hirer will be responsible for the disposal of all rubbish created during their hire. This will include rubbish in the 'Catch It, Bin It, Kill It' Covid-19 Rubbish Collection Bins provided. These are located inside the building to the right of the main Hall entrance and to the left of the interior door to the Hall space. Hirers must bring their own bin bags (including bags for the 'Catch It, Bin It, Kill It' bins) and must take them away on leaving the Hall.

SC15.

The Hirer should note that in order to comply with social distancing requirements no more than two people should be in the kitchen at any one.

SC16.

The Hall Committee reserves the right to close the Hall if there are safety concerns relating to Covid-19 e.g. if someone who has attended develops symptoms and thorough cleansing is required, or if it is reported that a Hall Hirer is not complying with these Special Conditions of Hire, or in the event that public buildings are asked or required to close again. If this occurs, the Hall Committee will inform Hirers and reimburse hire charges as needed.

SC17.

In the event of someone becoming ill with suspected Covid-19 symptoms while at the Hall, the Hirer should remove the individual in question to the designated safe area which is the Referee's Room. Hirers are to make themselves familiar with the location of this facility noting that a key for this room is on the Hall front door key ring. The Covid-19 First Aid Box in the Referee's room contains all the equipment needed to deal with the immediate situation. The other attendees should be asked for their contact details if not already known and they should then leave the building whilst observing the usual hand sanitising and social distancing precautions. They should be advised to launder their clothes when they arrive home. The Hall Booking Secretary should be informed (mobile number 07742 763581) in order that arrangements can be made for the Hall to be deep cleaned.

SC18.

The Hirer will take additional steps to ensure the safety of the public in relation to Covid-19 for events with more than 30 people (large gatherings or mass events must not take place). This could be achieved 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 from seats closest to the exits first, and during the interval to invite people to use the toilet facilities row by row. Hirers should note that currently the maximum Hall occupancy limit is 40 people for 2 metres social distancing but Government or Governing Body guidance for some activities may prescribe a lower maximum in which case this takes priority.

SC19.

The Hirer should take steps to avoid the risk of aerosol or droplet transmission by reducing the need for people to unduly raise their voices to each other e.g. by refraining from playing music at a volume which makes normal conversation difficult.

SC20.

Other Hall areas which are currently closed - The Hirer should note that the Sound and Lighting desks are currently not available for use and thus the Balcony and Electrical Cupboard are closed to the public and locked. The Changing Rooms, showers & associated facilities can only be used in accordance with the appropriate governing body's guidance.

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

1. ***You must not enter*** if you or anyone in your household has COVID-19 symptoms.
2. **If you develop COVID-19 symptoms within 48 hours of visiting these premises** alert NHS Test, Track and Trace. Contact the Hall Booking Secretary on 07742 763581 and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the printed marking just outside the Hall entrance. Respect the floor guidance markings when you go through the entrance lobby to your activity, when you use the toilets and on leaving the building.
4. **If the Hall bar is in use**, respect the bar-related social distancing floor markings and any additional guidance signs.
5. **Use the hand sanitisers provided** especially on entering the premises. Wash or sanitise your hands often.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. **Face coverings must be worn** unless an exception applies for your activity.
8. **“Catch it, Bin it, Kill it”.** Tissues should be discarded into one of the ‘Catch it, Bin it, Kill it’ Covid Rubbish Collection Bins provided. Then wash or sanitise your hands.
9. On entering the building confirm that the organiser of your activity has cleaned frequent-touch surfaces before you arrived. The Hall Committee cannot clean surfaces at the Hall between each hire.

10. Take turns to use confined spaces such as the lobby, corridor and toilet facilities. Standing or sitting next to someone is lower risk than facing opposite them. Briefly passing another person in a confined space is low risk.

11. **Keep the Hall well ventilated** by following the ventilation instructions behind the lobby counter.

12. Wash your clothes when you get home to reduce the risk of transmission.