

## Stedham Memorial Hall

### Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's standard Conditions of Hire

#### SC:1

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 in the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.

#### SC2:

You undertake to comply with the actions identified in the hall's risk assessment. A copy will be provided for you.

#### SC3:

The hall will be cleaned before you arrive. You will be responsible for leaving the hall clean and tidy before you leave.

#### 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 possible. You will be responsible for ensuring that they are all securely locked on leaving.

#### SC6:

You will ensure that no more than 20 people attend your activity/event in order that social distancing can be maintained in the hall. You will also ensure that everyone attending maintains social distancing while waiting to enter and observes the one-way system within the premises. As far as possible social distancing should be observed when using more confined areas e.g. moving and stowing equipment.

#### SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or those who are likely to be clinically more vulnerable to COVID-19. This could include, 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 e.g. using a wide U-shape.

SC9:

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

SC10:

You will encourage users to bring their own drinks. If drinks or food are prepared, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels and take them away so as to reduce risk of contamination between hirers. We will provide washing up liquid and a brush.

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 reported that the Special Hiring Conditions above 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 the hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove the person to the designated safe area (the car park in front of the hall). Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise attendees to launder their clothes when they arrive home. Inform the booking Secretary (Tel: Rose Hubbard 07884268814).

WEAC August 7<sup>th</sup> 2020