

# AKELEY VILLAGE HALL

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**This document is not intended to be comprehensive and Akeley Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for common sense or following Government guidelines.**

**We have followed advice from ACRE and our insurers in preparing for the re-opening of our hall, as well as Government guidance. As from the 24<sup>th</sup> of February 2022 the Government has lifted all Plan B restrictions. Face coverings will no longer be required. We will remove all signage relating to COVID regulations.**

**However, we would still recommend that the following precautions are taken as COVID-19 hasn't gone away.**

### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with current COVID-19 Secure Guidelines, from 24<sup>th</sup> February 2022, while entering and occupying the hall. We still recommend using the hand sanitiser supplied when entering and leaving the hall. The need for a one-way system is no longer required and the main entrance can be used for entry and exit. The need for social distancing is no longer required or to wear face coverings.

**The Track and Trace QR Code will be removed as it is no longer a requirement.**

**However, we would still recommend that the person responsible for a booking to keep the contact details of event attendees.**

### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

### **SC3:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

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## **SC4:**

You will be responsible for cleaning door handles, light switches, sockets, window catches, blinds, 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 and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving.**

## **ALTERNATIVELY**

The caretaker can clean on request prior to hire or after hire, **subject to 5-working days' notice**. Additional costs will apply and these will be advised beforehand and will have to be paid for in advance.

## **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed before leaving the hall.

## **SC6:**

You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that you take this into account when organising your activity or event in the Main Hall, in order that social distancing can be maintained.

## **SC7:**

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others and any persons likely to be more vulnerable to COVID-19

## **SC8:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall for safe disposal.

## **SC9:**

You will encourage users to bring their own drinks and food. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water and dried prior to use and after use. You will need to bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

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## **SC10:**

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 this hire. **Should deep cleaning be required an additional cost will be charged.**

## **SC11:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area **which is the Disabled Toilet in the entrance hall**. A COVID-19 first aid kit is located in the toilet with PPE equipment. Ask others in your group to provide contact details if you do not have them and then leave the premises. Inform the Village Hall Committee on: **07756 830357**.