

Biddenden Village Halls and Sports Committee
(Registered Charity 302684)

Revised Special Conditions of Hire during COVID-19 (March 2021)

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

Before you restart using the halls please contact Flick Brockman (01580 291320), Halls Caretaker, to discuss your booking and the new arrangements that are in place.

Special Condition (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 on the attached poster (Appendix 1), which is also displayed at the halls entrances, in particular using the hand sanitiser supplied when entering the halls and after using tissues.

SC2:

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

SC3:

The halls will be cleaned before you arrive.

On arrival you will be responsible for checking door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire are clean **before** other members of your group or organisation arrive and for keeping 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.

Please take care cleaning electrical equipment. Use cloths - do not spray!

On leaving, please leave all chairs and tables you have used left out, so they can be cleaned by the caretaker before they are put away.

Any change in these arrangements must be agreed in advance with the caretaker.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

SC5:

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

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SC6:

You will ensure that no more than 30 people attend your activity/event in either Hall, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas e.g., moving and stowing equipment, accessing toilets which should be kept as brief as possible. You will make sure that only one person uses each suite of toilets at any one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over, or likely to be clinically more vulnerable to COVID-19, including 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 social distancing of 2m between individual people or groups of six or less people or 2 households, or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face (for example, using a wide U-shape).

SC9:

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the halls' NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (in other words be cleared

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away by then). If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

SC12:

We will have the right to close the halls if there are safety concerns relating to COVID-19, for example, if someone who has attended either hall develops symptoms and thorough cleansing is required or if it is reported that these Special Hiring Conditions 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.

SC13:

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. 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 have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the halls caretaker on 01580-291320.

SC14:

For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example 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 closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, for example refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Where your own equipment is being used, you will ask those attending to bring their own equipment and not share it with other members and you will ensure that any equipment you provide is cleaned before use and before being stored.

SC 17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC 18:

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

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 10 days** of visiting these premises alert NHS Test and Trace. Alert the halls' caretaker, Flick Brockman, on 01580-291320 and alert the organiser of the activity you attended. You must seek a COVID-19 antigen test.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **Face coverings MUST be worn** unless an exemption applies to a person (e.g. for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (e.g. when taking part in an activity to which an exemption applies). This is a legal requirement.
7. **Catch it, Bin it, Kill it.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. **Check with the organisers of your activity that the door handles, tables, other equipment, sinks and surfaces have been cleaned before you arrived. Keep them clean.**

VHSC cleans the halls between each hire, unless agreed otherwise with the Caretaker.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.**

Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the hall well ventilated. Close doors and windows on leaving.**