

Special Terms and Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, Upham Village Hall's ordinary conditions of hire.

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 which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

You undertake to comply with the actions identified in the hall's risk assessment, which is available on our website.

Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

Cleaning

We advise that before your attendees arrive you should: Clean 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.

After your activity/event: We recommend that any contact points such as door handles and light switches are cleaned again upon leaving.

Dispose of all rubbish created during your hire, including tissues and cleaning cloths, and you must take all rubbish away with you when you leave the hall.

Your Attendees

It is recommended that social distancing should still be maintained and the number of people that may attend your activity session kept to a lower level.

Only those attending your activity/event should enter the premises, any persons who are dropping off attendees should do so outside the main door. They should also collect from outside and we recommend they are maintaining a 2m distance from any others who are also waiting to collect.

Ensure all attendees understand that they **MUST NOT** attend 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** seek a COVID-19 antigen test.

It is advised that you keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to a safe area e.g. the committee room if this is not in use. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure you have contact details for others in your group and ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, also advise them to launder their clothes when they arrive home. Please inform the booking agent within 24 hrs on 07901 133199, including notification of the area where you isolated the patient.

Social Distancing & Controlling Potential Spread

We recommend that face masks should be worn by all attendees unless Govt guidelines exempt them from doing so or it would negatively impact their ability to undertake exercise or other activity.

If there is a likelihood that some attendees will be leaving whilst others are arriving we would suggest operating a one-way system if possible: e.g. arriving through the main hall door and leaving via the rear hall door and through the garden.

We would recommend all attending to maintain 2m social distancing while waiting to enter the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas.

We would encourage the practise of no more than one person using the toilets at one time.

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 on leaving.

We would encourage you to position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or households or 1m with mitigation measures such as: seating side by side, rather than face to face.

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.

Where possible, do not share activity equipment with other people and avoid using equipment which is difficult to clean. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

Encourage users to bring their own drinks and food or if drinks or food are provided by you, ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away.

Hall Closure

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.

These terms & conditions may be updated at any time in line with revised Government guidance

July 2021