

Canford Cliffs Village Hall

Special Conditions of Hire during Step 4 of the Government's Roadmap

Note: These special conditions supplement the hall's existing Terms and Conditions of hire.

SC1: Compliance with guidelines. You, the hirer, will be responsible during your period of hire for ensuring to the best of your ability that those attending your session comply with the COVID-19 Secure Guidelines which are shown in the attached poster.

SC2: Admittance requirements. You must make sure that everyone wishing to attend one of your sessions in the hall understands that they must not do so if they

- have symptoms of COVID-19 or
- have tested positive for COVID-19 within the previous 10 days or
- are required by NHS Test and Trace (or the NHS COVID-19 App) to be self-isolating on the day of the session.

Note that if a person is fully vaccinated they will not (since 16 August 2021) be legally required to self-isolate if a member of their household has COVID-19. However, to avoid the risk of infecting vulnerable hall users, it is still required that they should not enter the hall.

You can find more information in the NHS self-isolation guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

SC3: Advance booking. You are required to operate an advance booking system in order to manage the numbers of persons present in the hall so that the hall's capacity limit (SC7) is not exceeded. Anyone arriving at the hall to attend your session without booking in advance must only be admitted if the numbers allow.

SC4: Test and Trace. It is encouraged by the government that, to support NHS Test and Trace, you collect the following information from all persons over the age of 16 attending your session unless they have 'checked in' using the NHS COVID-19 app:

- the name of each person
- a contact phone number for person. If a phone number is not available, you should ask for their email address instead, or if neither are available, then postal address
- date of visit, arrival time and, where possible, departure time.

You should keep these records for 21 days and make them available when requested by NHS Test and Trace or local public health officials, to help contain clusters or outbreaks.

You can find more information in <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

SC5: Cleaning. You will be responsible for keeping the hall clean during your period of hire. Also, at the end of each group session and before the next group arrives, you will be responsible for cleaning door handles, light switches, window catches, toilet handles and seats, wash basins, tables, chairs and any other surfaces likely to have been touched during the session. Suitable cleaning materials will be available in the toilets, but you may use your own domestic products if you wish.

Equipment brought into the hall for use by your group shall be cleaned before use and not handled and shared by members of the group.

Note: Timetabling has been amended with a 30 minute interval between each session so that incoming and out-going groups do not mingle. This should give time for the additional cleaning. The Hall will be cleaned daily by the Village Hall Caretaker/Manager but hirers will be responsible for cleaning all frequently used surfaces during their period of hire. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC6: Rubbish disposal. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths which must be placed in the rubbish bins provided. Members of your group bringing bottled refreshments must take their empty bottles away when they leave.

SC7: Capacity limits. You will ensure that no more than 15 persons including yourself (or your representative) are present in the main hall at any one time during your period of hire in order that ventilation requirements (SC8) and social distancing requirements (SC9) can be achieved.

The number of persons using standard size yoga/exercise mats should be limited to a maximum of 12 to enable 2m social distancing between mat users and some circulation space around the hall. Mats can be laid out in 4 rows of 3 with separation distances of 2m side-to-side and 1m end-to-end.

SC8: Ventilation. You will keep the main hall well ventilated throughout your period of hire.

Windows should be opened as follows:

- for sessions comprising mainly sedentary, seated activities the hall window nearest to the kitchen and the diametrically opposite window shall be kept fully open
- for sessions comprising mainly physical activity of light intensity the adjacent windows to the above shall also be kept fully open
- the front toilet windows shall be kept fully open throughout
- at the end of a session, all other main hall windows shall be fully opened (for purge ventilation) until the next group's session.

Notes:

- open windows are essential for reducing the risks of airborne virus transmission between an infected person and the other occupants of a naturally ventilated indoor space,
- physical activity and singing involve increased breathing rates and significantly increased risks of transmission
- during high winds it may be necessary to only partially open some windows
- the temperature setting on the thermostat controlling the hall's heating MUST NOT be increased.
- members of your group should be warned that they need to be prepared to wear warm clothing.

SC9: Social distancing. You should use your best endeavours to ensure that everyone attending your activity or event maintains 2m face-to-face social distancing as far as possible whilst they in the Village Hall. The foyer is a confined area in which 1m social distancing whilst wearing a mask is acceptable provided that the time spent in the foyer is as brief as possible. Queuing in the foyer to access the toilets should be avoided, especially by those with infirmities.

A maximum of 2 persons at a time are permitted in the storeroom where social distancing is not feasible. These persons must be wearing masks and only touch the furniture and equipment required.

Note: social distancing is still required in the Village Hall since some users may prefer to limit the close contact they have with others. See <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#limit-close-contact-with-other-people>

SC10: Face coverings. Masks MUST be worn covering the mouth and nose at all times in the Village Hall by everyone who is not exempted or covered under a 'reasonable excuse'. Exemptions include children under the age of 11. Reasonable excuses include eating, drinking and undertaking exercise or an activity where a face covering would negatively impact their ability to do so. For further information see <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>.

SC11: Furniture layout. You will position furniture to allow the social distancing requirements (SC9) to be met.

When both tables and chairs are used, the back-to-back distance between persons at adjacent tables may be reduced to 1m.

When only chairs are used, they may be set out in up to 5 rows of 3 chairs across the hall, or around the side walls of the hall and in front of the stage. In all cases there should be separation distances between chairs of not less than 2m in all directions.

All tables and chairs that have been used shall be returned to the storeroom after being cleaned. Fabric upholstered chairs shall not be used because of cleaning considerations.

SC12: Prohibited areas. The kitchen is not to be entered until further notice. You should therefore advise your group that they should bring their own bottled water if they will want some refreshment. Bottles must not be shared and empty bottles shall be taken away for disposal.

Except in an emergency, the rear of the hall is not to be accessed. This includes the two side corridors, stage area and side entrance.

SC13: Noise. In order to reduce the risks of airborne transmission of the virus you must take steps to avoid people having to unduly raise their voices to be heard.

If you need to play music, it must NOT be at a volume which makes normal conversation difficult. To avoid having to shout instructions to your group, you may use one of the hall's radio microphones with a disposable fabric cover. The cover should be placed in a rubbish bin after use.

SC14: Permitted activities. Not all of the Village Hall's usual activities will be recommencing during Step 4 of the Roadmap due to their risks. The following is an indicative list of permitted activities:

- a) Meetings such as small AGMs, committee meetings, presentations, talks, and lectures are permitted, but not social meetings such as coffee mornings, quizzes, and bingo.
- b) Choral training and rehearsal will be permitted, but with only 6 persons being allowed to sing during a group's session and a limit of 30 minutes cumulative singing time. There shall be no 'singing along' by the rest of the group. The withdrawn principles of safer singing <https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing> shall apply in the Village Hall.
- c) Ballet training and rehearsal for young people will be permitted provided that it is not energy intensive. Compliance is required with the guidance for out-of-school settings: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- d) Only low intensity exercise/fitness/conditioning activities will be permitted. Most forms of yoga, qigong, tai-chi and pilates will be permitted for a duration of up to one hour, but high intensity exercise such as jazz-dance and zumba will not be permitted.
- e) Moderate intensity Indoor sports such as Table Tennis, Soft Tennis and Badminton will be permitted for up to 8 players at any one time. Non-playing members of the group (of up to 15) may await their turn whilst seated, wearing masks and not raising their voices
- f) Music classes will be permitted for stringed instruments, but not for wind or brass instruments.
- g) Stage performances before an audience cannot be held.

For activities not listed above, you should consult the Caretaker/Manager.

SC15: When a person develops symptoms. If someone becomes unwell with suspected Covid-19 symptoms during your session you should isolate them in the disabled toilet where there will be a seat and, if necessary, you should arrange for their transport home. Ask others in your group to provide contact details if you do not have them, to leave the premises promptly, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

Inform the Hall Manager, Chris Hitchens, IMMEDIATELY, contact no: 07515 103906

SC16: Risk management. Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance that is relevant to their specific activity or sector. If a hirer belongs to a recognized National organisation they should follow its advice provided that there is no conflict with these Special Conditions of Hire..

SC17: Payment methods. Payment should be by bank transfer if at all possible. The sort code, account number and name of the Trust’s bank account can be provided on request. If bank transfer is not possible, please make arrangements with the Caretaker/Manager about paying by cheque. Payments by cash will not be acceptable.

SC18: Closure rights. We will have the right to close the Hall if there are safety concerns relating to COVID-19, for example, if someone develops symptoms whilst in the hall 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 if community buildings are required to close again. If closure is necessary, we will do our best to inform you promptly and you will not be charged for the hire.

I have read and agree to these Special Conditions of Hire

Signed by:.....(Hirer)

Print name:

Date

Canford Cliffs Village Hall**HELP KEEP THIS HALL COVID-19 SECURE**

1. You must **NOT** enter the Village Hall if you or anyone in your household has had COVID-19 or its symptoms within the last 10 days or if you have been required to self-isolate.
2. Access is only available through the main entrance on Ravine Road. The side entrance on Moorfields Road shall only be used as an Emergency exit.
3. Do not congregate outside the Village Hall's entrance or in the foyer when entering or leaving. Your organiser will open the front door approximately 10 minutes before your session and may stay at the entrance for a while to welcome you and to control admittance.
4. You are strongly advised to pre-book your attendance with your organiser to avoid being turned away due to capacity constraints.
5. The capacity of the main hall is limited to a maximum of 15 persons at any one time with a maximum of 12 persons using standard size yoga/exercise mats.
6. All users **MUST** register their contact details with their organiser. If you have the NHS COVID-19 app on a smart phone you can also scan the hall's QR code on one of the posters if you wish.
7. Masks **MUST** be worn covering your nose and mouth within the Village Hall unless you have a valid reason not to do so. Masks may be removed temporarily when taking refreshments or when their use may cause breathing difficulties such as during physical activities.
8. Maintain 2 metres social distancing as far as possible inside the Village Hall and in its grounds.
9. Use the hand sanitiser which will be provided in both the foyer and main hall on entering and leaving the premises. Wash your hands using soap and hot water after blowing your nose, coughing or sneezing onto your hands and after handling your mask.
10. Avoid touching your mouth, nose, or eyes with hands that have not been recently washed or sanitised.
11. **"Catch it, Bin it, Kill it"**. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
12. You may wish to check with your organiser that frequently touched surfaces (such as door handles, handrails, table-tops, taps, toilet surfaces etc) have been cleaned since the previous group's session.
13. Take turns to use confined areas such as doorways and the disabled access ramp and do not obstruct them by, for instance, stopping to talk or to wait for someone.
14. Do not shout or talk loudly to reduce the risk of transmitting the virus to others in case you are infected.
15. Keep the hall well ventilated. Do not close any open windows as these have been deliberately opened to ventilate the hall with fresh air to reduce the risk of airborne virus transmission. You may need to wear warm clothes because of possible draughts. Do not adjust the hall's thermostat.
16. The kitchen and the rear areas of the hall (the stage, rear corridors, rear toilets and the Moorfields Road entrance) are not to be accessed except in an emergency situation.
17. Users must provide their own refreshments (bottled water etc) and take their empty bottle away when they leave.
18. Wash your clothes when you get home if someone who has been near you in the hall develops suspected COVID-19 symptoms.
19. Be aware that even if you have been fully vaccinated you will not be completely immune to Covid-19 and that vaccine effectiveness against catching the disease declines with time, possibly to less than 50% within a year. Continue to take precautions and abide by these rules to protect yourself and others.