

# Braunston Village Hall

## Special conditions of hire during Covid 19

### 1. INTRODUCTION

- 1.1. As a hirer of Braunston Village Hall, you will be responsible for ensuring that all those attending your activity comply with these special conditions of hire which will apply until further notice during the current Covid-19 pandemic. These are in addition to the normal Conditions of Hire, and will take precedence over those normal conditions.
- 1.2. These special conditions of hire will be kept under review and will be reissued as necessary.
- 1.3. These special conditions will apply at all times, including entering, occupying and leaving the building.
- 1.4. By agreeing to use the building for your activity, you are also undertaking to agree in full to the provisions set out in this document.
- 1.5. Although every step has been taken to ensure that Braunston Village hall is safe to use, the Braunston Village Hall Trustees take no responsibility for any illness or disease that may be contracted in the Village Hall and all those who use the Hall do so entirely at their own risk.
- 1.6. You undertake to comply with the actions in the hall's risk assessment, a copy of which has been provided to you.
- 1.7. You are responsible for undertaking your own risk assessment for the activity that you propose to undertake; a copy of this risk assessment must be lodged with the Booking Secretary before the event. An example risk assessment is attached.

### 2. ENTERING AND LEAVING THE HALL

- 2.1. Make sure that everyone attending your activity understands that they **must not do so** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **must** use the NHS Test and Trace system to alert others with whom they have been in contact.
- 2.2. When you enter and before you leave the Hall, please use the hand sanitiser that is provided. Please put any used paper towels into the bin that is provided.
- 2.3. Ensure that you take contact details of everyone entering the hall. These details must be kept for 21 days.
- 2.4. Hand sanitiser is provided in the lobby, main hall, the toilet and the kitchen.

### 3. CLEANING

- 3.1. Although the Hall will be regularly and thoroughly cleaned by the Village Hall cleaner, you will be responsible for cleaning 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 **before** other members of your group arrive. Please keep the premises clean by regular cleaning of surfaces during your hire.
- 3.2. Please contact Janet Taylor (Bookings Secretary) on 01572 759556 or email [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk) if cleaning supplies need to be replenished.
- 3.3. Please take care cleaning electrical equipment (e.g. sockets ): use wipes, and not sprays.
- 3.4. If possible, please arrive early before your hire starts to enable you to undertake necessary cleaning. Although the Hall should be cleaned by the next hirer after your activity, it would be helpful if you could also undertake post-hire cleaning after your hire has finished. You will not be charged for any extra time you take to undertake cleaning before and after your hire.
- 3.5. The upholstered chairs will remain in place. The metal parts of each chair can be cleaned using the spray and wipes provided. As the upholstered parts cannot be cleaned, please wash / sanitise hands after use.
- 3.6. Window curtains will remain in place, but please wash / sanitise hands after use.

### 4. VENTILATION

- 4.1. Please keep the premises well ventilated throughout your hire, with windows and doors open; please ensure they are all securely closed on leaving.

### 5. KITCHEN

- 5.1. The kitchen will be available for use during your hire, but please ensure that **only one person** is in the kitchen at any one time.
- 5.2. Please wash any crockery, cutlery or equipment that you use in hot soapy water, before drying and replacing in the cupboards. Please bring your own tea towels. Cleaning products are provided.

### 6. TOILET

- 6.1. Only the disabled toilet is in use; please observe the social distancing rules in the corridor outside. Paper towels are provided, and the hand dryer is not in use.

## **7. FACE COVERINGS**

- 7.1. In accordance with the latest Government regulations , it is a requirement for all users of Braunston Village Hall to use a face covering except when taking part in exercise activities.

## **8. SOCIAL DISTANCING**

- 8.1. Please observe the social distancing rules that are in force at the time of your hire, and take these into consideration when deciding on numbers that can attend. If you need any advice on numbers, please contact Janet Taylor (Bookings Secretary) on 01572 759556 or email [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk)
- 8.2. Posters are displayed with the rules that apply at the time of your hire.
- 8.3. Please ensure that everyone attending maintains social distancing while waiting to enter the premises (and when leaving), observes the one-way system within the premises, and as far as possible observes the rules when using more confined areas, e.g. moving and storing equipment.
- 8.4. Please take particular care to ensure that social distancing is maintained for any person aged 70 or over or likely to be clinically more vulnerable to COVID-19, for example keeping the appropriate distance around them when going in and out of rooms and ensuring that they can access the toilet, 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 and other vulnerable people that should be avoided.
- 8.5. It is important to position any furniture or the arrangement of the room as far as possible to facilitate people sitting side by side, with at least one empty chair between each person, rather than face to face. If tables are being used please 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.

## **9. CLOSING THE HALL**

- 9.1. The Braunston Village Hall Management Committee reserves the right to close the hall if there are concerns relating to COVID-19, for example: if someone using the hall develops symptoms; or if it is reported that these Special Hiring Conditions are not being complied with; or in the event of public buildings being required to close again.
- 9.2. If we have to cancel your booking, we will do our best to inform you promptly by email or telephone. You will not of course be charged for any hire that has to be cancelled.

## **10. IF A PERSON BECOMES UNWELL**

- 10.1. In the event of someone becoming unwell with COVID-19 symptoms while at the hall please move them to the designated safe area which is the small hall. Consider whether the individual is capable of being escorted home, or whether you should call an ambulance.
- 10.2. Confirm that you have full contact details of all group members, and ask the group to leave the premises immediately, observing the usual hand sanitising and social distancing precautions. You should also advise them to launder their clothes when they arrive home.
- 10.3. Immediately, advise Janet Taylor (Bookings Secretary) on 01572 759556, email [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk) that a potential Covid-19 incident has occurred.

## **11. REPORTING ISSUES**

- 11.1. Please contact Janet Taylor (Bookings Secretary) on 01572 759556, or email [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk) with any Covid 19 issues that you may encounter.

## **12. FURTHER QUERIES**

- 12.1. If you have any further queries on the above special conditions of hire, or any other issues in relation to the opening of the hall, please contact Janet Taylor (Bookings Secretary) on 01572 759556 or email [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk)

**Issued by Braunston Village Hall Trustees**

**26<sup>th</sup> August 2020**