

John Hodges Trust for Harpsden 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.

SC1: 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.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: 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 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 your own ordinary domestic products. You will be required to clean again on leaving. The hall will also be cleaned before you arrive. Please take care cleaning electrical equipment. Use cloths - do not spray!

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact. We would recommend temperature checking and logging all attendees of your group.

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 on leaving.

SC6: You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, uses as many entrances as possible to prevent pinch points and as far as possible observes social distancing of 1m plus mitigation measures such as a face mask when using more confined areas which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at 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 up to two 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, and good ventilation. If tables are being used, you will

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.

SC9: You are asked to 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. A copy also needs to be given to Luke Hooker, the hall caretaker. The list will be destroyed after 21 days.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in the bins provided before you leave the hall.

SC11: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will 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.

SC12: 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.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a safe area which is away from all doorways. 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 hall caretaker on 01491 571176.

SC14: From 15th August indoor gyms, fitness and dance studios, indoor sports facilities were able to open, which means that activities such as yoga and Pilates, dance classes, badminton and table tennis etc can be held in our village hall. Sport and exercise must take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. People should be encouraged to arrive ready changed and, where possible, travel home to change. Doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible. Capacity may be reduced below that already reached for social distancing where high intensity exercise activity takes place, activity is not static, equipment is involved, or an instructor needs to move between groups of socially distanced people. For high intensity exercise (e.g. Zumba) 100% fresh air is required, air should not be recirculated from one space to another, and the capacity of 100 sq. ft (9.29 sq. m) net indoor facility space available per person (including changing rooms, toilets, entrance etc) should be used. For dance and exercise classes, temporary floor markings are encouraged to define spacing per individual (e.g. chalk). People should bring their own equipment such as mats as far as possible and their own water bottles. The usual requirements apply to stay in groups of no more than two households (indoors) and (outdoors) no more than two households or six individuals from different households, with 2m social distancing between these groups or 1m plus mitigation measures where that is not possible (e.g. extra ventilation). Where needed, the number of people each person has contact with should be reduced by using "fixed teams or partnering" or creating distinct groups which always work together. Social distancing among spectators such as waiting children or parent chaperones will need to be managed if there is insufficient room in the hall, e.g. waiting in the car park or car.

Reviewed: 19.08.2020

SET

SC15: From 15th August indoor performances are allowed recommence (including children's entertainers, touring arts and amateur performances), subject to audiences, performances and venues maintaining social distancing requirements at all times. Singing and playing wind and brass instruments are only permitted in the presence of an audience for the time being by professionals owing to higher transmission risk. Non-professionals must currently not engage in singing or playing wind and brass instruments with other people, so brass band rehearsals, singing by amateur groups, a congregation or audience participation must not take place. When the public are attending performances, organisers must ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other. This includes avoiding playing music or broadcasts at a volume that makes normal conversation difficult, e.g. during performance intervals. This is to avoid increased risk of transmission from aerosol and droplet transmission.

SC16: Please bring your own equipment where possible. Please avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you use is cleaned before use and before being taken away or stored in the hall.

SC17: If using the upholstered chairs, please ensure all users wash their hands thoroughly before using them. Please place chairs you have used at the back of the rack to ensure their regular rotation.