

Cottenham Village Hall - Special Conditions of Hire during COVID-19

This document contains guidelines and information for hirers and users of Cottenham Village Hall so they can remain as safe as possible from the COVID-19 virus. This document is not a substitute for the guidance issued by the government. Since government advice can change rapidly as the pandemic progresses it may be that some parts of this document will quickly go out of date. In such cases please check with the Parish Clerk to resolve any ambiguity, but rest assured we will do our best to update this document when we receive new information.

An up to date copy of the most recent document will be available on our website at:

<https://www.cottenhampc.org.uk>

These conditions are supplemental to our standard Hire Agreement.

Statement of Intent

Cottenham Village Hall is a multi-purpose facility and we have developed these guidelines from government information published for community facilities. Our intention is to keep all users as safe as possible, to prevent transmission of the Covid-19 virus between users of the hall, but at the same time to help our community by making the hall available as early as possible. We ask all hirers to adhere to the following guidelines which will allow us to achieve this goal for the maximum number of users. The Parish Council reserve the right to cancel bookings or to close the Hall in order to protect users as the situation changes. If as a last resort we need to take either of these actions, we will not pay compensation to users affected, but we will refund fees paid in advance.

The COVID-19 Secure Guidelines: There are 5 key points that apply to all users.

- Minimise contact with individuals who are unwell. Nobody should attend the Hall if they have symptoms of COVID-19 or are self-isolating due to symptoms in their household.
- Clean your hands often. Sanitiser is provided at the entrance and exit to the Hall. There is soap in the toilets.
- Respiratory hygiene: Everyone is encouraged to avoid touching their mouth, eyes and nose.
- Regular cleaning of surfaces that are touched frequently: Door handles, handrails, tables, chairs, light-switches will be cleaned after every use of the hall by the hirer.
- Maintain social distancing: Social distancing guidelines currently require a minimum of 2 metres to be maintained between individuals and groups of up to 2 households and where this is not possible, 1 metre plus mitigation measures to be used.

Additionally, though not a legal requirement, we encourage users to wear face coverings when attending an event in the Hall, though it is recognised this may not be possible for some types of event.

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 hired space. These guidelines cover basic actions such as maintaining social distancing, sanitising hands and cleaning.

2. Please ask users not to arrive more than 10 minutes before your activity and to wait outside, socially distanced, until you invite them in. Face coverings must be fitted before entering the premises and kept in-place throughout the hire period except where government guidance allows their removal, for example to eat or drink or to exercise. Advise users to each bring a clean bag to contain their personal belongings which they should keep close to them whilst on the premises.
3. The hirer undertakes to comply with the actions identified in the Cottenham Village Hall (hired space) risk assessment, of which you have been provided with a copy. If you have prepared your own risk assessment, please provide us with a copy. We will not assume responsibility for your own risk assessment or any part of it. In addition, where available, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
4. The hirer is asked to keep a record of the name and contact details of all those who attend your activity for a period of 3 weeks and if required to provide these records to NHS Test and Trace.
5. The hirer will make sure that everyone likely to attend your activity understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 2 days of visiting the premises they **MUST** use the Test and Trace Service to alert others with whom they have been in contact and inform you who must then inform the Parish Clerk.
6. The hirer will be responsible for cleaning all touchpoints (eg. door handles, switches/controls, toilet flush handle & seat, wash basin & taps) and all surfaces likely to be used during your period of hire **before** those attending your activity arrive and again after your activity ends. If the kitchen is used then your cleaning responsibility extends to all surfaces and all kitchen equipment which is used. For longer activities, regular cleaning of touchpoints and surfaces may be required. You should bring your own antiviral products. Please encourage class members to not touch the floor with bare skin and ensure that shoes, slippers, or non-slip socks are worn when moving off of mats. Any areas touched will need to be included in your post-activity clean. Any equipment you supply should be cleaned before bringing it onto the premises and again before removing it. You may decide that the toilets should not be available to your class members. In this case please bring signs to indicate that the toilets are closed. In the event of use, they must be cleaned before and after.
7. The hirer will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring that doors and accessible windows are all securely closed on leaving – unless we advise otherwise (generally windows and doors should remain open between same-day hires).
8. The hirer will ensure that the numbers attending your activity allow social distancing of 2m to be maintained between household groups. As a guideline, the maximum capacity of our spaces when considering single person household groups is: 12 for the Lounge, 38 for the Hall and 50 for the Balcony Room. You will ensure that everyone attending observes social distancing of 1m plus mitigation measures when using more confined areas or moving and stowing equipment.

9. The hirer 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.

10. The hirer will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or household groups 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 should place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

11. The hirer will be responsible for the disposal of all waste created during your hire, including tissues and cleaning cloths; please use the waste bins provided.

12. The hirer will encourage users to bring their own bottle of water. You will be responsible, should food or drink be 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, to reduce risk of contamination between hirers, and take them away. We will provide washing-up liquid and cloths.

13. In the event of someone becoming unwell with suspected Covid-19 symptoms you should remove them to the designated safe area which is the disabled toilet at the front of the premises. Signage is provided to temporarily designate this space for this purpose. We will provide tissues and a bin or plastic bag, and warm soapy water for handwashing. Ask others in your group to provide contact details if you do not already have them and then leave the premises, advising them to launder their clothes when they arrive home. Inform the Parish Clerk on 07503 328401 (alternative emergency contacts listed below).

14. In order to avoid risk of aerosol or droplet transmission the hirer must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music at a volume which makes normal conversation difficult.

15. The Parish Council has the right to close the hired space if there are safety concerns relating to COVID-19, for example if a user develops symptoms and thorough cleansing is required or if it is reported that these Special Conditions of Hire 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. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Emergency contacts: Parish Clerk – 07503 328401

I confirm that I have read and can comply with these conditions.

Hirer: (activity, name and signature)

Date: