



LAVENDON VILLAGE HALL

22 High Street, Lavendon, Bucks. MK46 4HA

Tel: 01234 714209 Charity No 300289

Hire Agreement – COVID-19: Special Terms and Conditions Effective from 16 December 2021

These Special Terms & Conditions are additional to, and not a replacement for, the Standard Hire Agreement covering the use of Lavendon Village Hall and its Ancillary Facilities and Equipment

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with this COVID-19 Secure Guidance while entering and occupying the hall, as shown on the poster, copy at Annex 1, 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 Standard Hire Agreement and the actions identified in the Hall's COVID-19 Risk Assessment, copies of which are separately available. Additionally, you are responsible for preparing/adopting a COVID-19 risk assessment specific to your event – an example is shown at Annex 5.

SC3: The hall will normally be cleaned before your arrive and you will be responsible for regularly cleaning all surfaces used during your period of hire (including tables, wash hand basins & taps, door handles) using either the products supplied or your own ordinary domestic products. You will be required to clean again on leaving.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient, or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.

SC6: Ordinarily the maximum number permitted in the Hall is 150 persons. To ensure social distancing is maintained at your activity/event you should therefore aim to limit numbers to no more than 80. You should encourage social distancing between individuals or groups as far as possible, and encourage people to avoid close contact with those they do not regularly see. Face coverings should be used in more confined areas (e.g. when moving and stowing equipment, accessing toilets, etc). You should make sure that no more than two people use each suite of toilets at one time.

SC7: You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity. Special care must be taken

for all visitors when entering or leaving the Hall through the confined corridor area, and when accessing the kitchen and toilets.

SC8: You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, placing an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9: You are requested to keep a record of the date and time your hire activity started and the name and contact telephone number or email of all those who attend your event (or at least a member of any group of up to six people or two households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance, and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster. A convenient record form is shown at Annex 4, although you may use your own system. This record should be kept by you for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bin/bags provided or preferably by taking all rubbish away with you when you leave the hall.

SC11: You may encourage users to bring their own drinks and food. If food or drink is being prepared in the kitchen then ideally it should be delivered to table and consumed while seated. You are responsible 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: The Hall Management has 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 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 the designated safe area which is the Bar Area. Emergency PPE etc is available, see Annex 3. You should also arrange for them to leave the Hall at the earliest opportunity. 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, Eddie Adams, on 01234 712060. The foregoing procedure is shown at Annex 2.

SC14: All those attending your activity must wear a face covering unless an exemption or other government guidance applies to the activity (eg dancing, taking exercise). A face

covering is not required when people are eating or drinking but they should be seated. All those attending your activity must wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

SC15: In order to avoid risk of aerosol or droplet transmission please take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Special care must be taken as appropriate, for example:

- Where a sports, exercise, dance or performing arts activity takes place you should organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- Where a group uses equipment you should ask those attending to bring their own equipment and not share it with other members. You should avoid using equipment, which is difficult to clean, as far as possible. You should ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.
- You should not attempt to clean the Audio-Visual Equipment, which will be the responsibility of the Hall Caretaker.

Note: Hirers are requested to bring the Caretaker's attention to any perceived shortcomings in the above Special Conditions, and also advise of any apparent shortages in appropriate PPE or cleaning equipment.

LAVENDON VILLAGE HALL COVID-19 SECURITY

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 10 days** of visiting these premises you **must** seek a COVID-19 test. Alert the hall cleaner, Eddie Adams, on 01234 712060, and alert the organiser of the activity you attended.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with.**
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and electric dryers are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. Face coverings MUST be worn** especially in confined areas (eg toilets & corridors) unless an exception applies to a person (eg for health reasons, or those aged under 11), or while you are engaged in an exempt activity (eg exercise, dancing, while eating or drinking).
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into the bin provided. Then wash/sanitise your hands.
- 8. Check that the organisers of your activity or the Caretaker have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We will do our best to clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the Hall well ventilated. Close doors and windows on leaving.**

COVID-19 treatment plan

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

- a) Send them home as soon as possible.
- b) Ask other members of your group to provide their contact details if you do not have them.
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
- d) Advise them to launder their clothes when they arrive home.
- e) **Inform the Caretaker, Eddie Adams, on 01234 712060.**
- f) If the unwell person needs to wait for a lift: -
 - (1) Remove them to the safe waiting area in the Bar Area – a chair and washing facilities should already be there.
 - (2) Put on a mask, face shield, gloves & apron to protect yourself – see Annex 3.
 - (3) Provide them with tissues, a plastic rubbish bag, warm water & soap for handwashing, and paper towels.
 - (4) Once they have been collected: -
 1. Remove gloves, apron, and face mask to the rubbish bag.*
 2. Leave face shield on top for disinfection.
 3. Wash your hands for at least 20 seconds with warm soapy water.
 4. Wait for Caretaker or a responsible Hall committee member to arrive.
 5. Once home - launder all your clothes and wipe down disinfect your car.

*Note that the waste should be double bagged and kept for 72 hours before being collected.

Covid-19 First Aid Box

- Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)
- Plastic face shield – for the responder
- Pocket pack of tissues
- Hand soap in pump dispenser
- Small hand sanitiser gel
- Disposable apron e.g. plastic sleeveless or cheap overalls
- Small packet anti-bacterial wipes
- Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. “Covid waste”.

A chair should be available in the isolation space (Bar Area).

Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box.

All hall users are to be made aware of this box when they first use the facilities.

LAVENDON VILLAGE HALL – GUEST/VISITOR ATTENDANCE RECORD
(For 3-week retention by Hirer/Event Organiser)

Important Note: Where possible Visitors attending Village Hall events should sign in utilising the NHS QR Code which is on display at the Hall entrance and elsewhere, or utilise the Hirer’s own NHS QR Code. Otherwise the Hirer or Event Organiser must list the details, shown below, of any attendees who do not use the QR Code. This form is provided for the Hirer’s convenience. **Alternative listings may be utilised, but either must be retained by the Hirer for 3-weeks.**

Event: Date & Time of Event:

Hirer’s Name: Contact:

Visitor’s Name	QR Code Sign-in: (v)	Alternative Contact: Telephone or Email or Postal Address

Hirer’s Name: Event:

Visitor’s Name	QR Code Sign-in: (v)	Alternative Contact: Telephone or Email or Postal Address

Sample COVID-19 Risk Assessment for Hirers of Village and Community Halls

This sample document can be used as a guide by Hirers to produce their own tailored COVID-19 risk assessment for an event in the Village Hall. The Hall Committee will help if need be. It is intended as a supplement to the overall Village Hall Covid-19 Risk Assessment.

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires.	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with Hall Caretaker when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire, e.g. tables, sinks, door, and toilet handles.	Can we bring our own equipment?
Managing Social distancing and limit of group size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.	People do not maintain 2m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets to two at any one time. Advise those in groups of the need to avoid mingling with others.	Hot drinks only in the kitchen – no hot food to be prepared – ask people to BYO food and drink. Allow older people time to use toilets without others present. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions. Keep background music etc to a low level.
Respiratory hygiene	Transmission to other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues & ask all to dispose into the bin provided, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used and/or remove rubbish sacks at end of hire. Face coverings to be worn unless an exception applies.
Hand cleanliness	Transmission to other members of group and premises.	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and hot air hand dryer.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions provided. Move person to safe (Bar) area, obtain contacts, inform Caretaker.	See Special Hire Conditions Annex 2 & 3, which describe Covid-19 First Aid facilities.