



Registered Charity No: 302653

Supplementary Conditions of Hire post 24th February 2022

While the Government has signalled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

These supplement the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with any COVID-19 Secure Guidelines while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You should comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. Furthermore, you should undertake a risk assessment for your own group in advance of your first use of the hall and lodge a copy with the Booking Secretary.

SC3. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC4: To complement the hall's normal cleaning programme and to help maintain a clean environment, you are asked to clean frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using the products supplied (which will be in a clearly accessible location). Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5: You must keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: You should carefully consider the risks of close contact between members of your group who do not have regular contact with each other and in particular, if anyone is clinically extremely vulnerable or not yet fully vaccinated. In such circumstances, you may need to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to

COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing

SC7: You should similarly consider mitigation measures and/or how you might best set up the room, if your event is likely to be busy or crowded. And also when using confined areas such as toilets and corridors, for the safety of others.

SC9: You should dispose of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave the hall.

SC10: Although the kitchen will be available, you should may still wish to encourage users to bring their own drinks and food. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water (ideally, in the dish washer), 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: If someone becomes unwell with suspected Covid-19 symptoms while at the hall, arrange for them to go home or move them to the designated safe area which is the bar area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Make sure you have contact details for others in your group and then ask them to 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 Caretaker or Bookings Secretary as soon as possible. If any other hirer is waiting outside the hall, please safely warn them not to enter and to contact the Bookings Secretary, as the Hall will need to be fully cleaned before reopening.

SC11: The Management Committee 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 these supplementary 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: Other special points as appropriate.

Where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

Where a group uses their own equipment: You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards or storeroom.