

## Special Conditions of Hire Appendix: CV19

All users of Aynho Village Hall do so at their own risk.

We will provide cleaning materials and appropriate signage. The Village Hall is fully cleaned once a week, early on Wednesday mornings. Each organisation booking or hirer of the facility is responsible for their own safety and that of their users.

Users should continue to socially distance from those they do not live with wherever possible. If partaking in a formal activity, including activity clubs, youth groups and support groups, users of community facilities should limit their social interactions with anyone they do not live with outside of this activity.

**It is important for people to maintain social distancing, good hand hygiene and wear a mask when visiting and using community facilities.**

### Hands, Face, Space and Fresh Air

#### Capacity and Use

Any person who might have Covid-19 symptoms or is self-isolating should not enter the hall.

The 4 Stage Release from Lockdown began on 8<sup>th</sup> March 2021. Please refer to the Government Roadmap guidelines for full details of each stage of the easing of Lockdown.

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

Main Hall	Theatre style	Maximum capacity of 16, 4 rows of 4 chairs with 2m distancing
	Activity classes such as Pilates and Line Dancing	Maximum capacity of 8 participants to allow 2m distancing, plus Instructor
Committee Room	Any activity	Maximum capacity of 4 persons to allow for 2m distancing

Other activities are asked to enquire individually so that consideration as to which Stage of Lockdown has been reached is then applied.

The Aynho Village Hall Management Committee reserves the right to decline bookings for activities they deem to contravene relevant guidance.

#### Face Coverings

Face coverings must be worn at all times i.e. when entering/leaving and when moving around the premises. The requirement to wear a face covering is mandatory unless the person or activity is exempt under the Government’s guidance:

People exempt from wearing face coverings include:

- Children under age 11
- People who cannot put on/wear a face covering because of a disability
- Police Officers and other emergency workers
- Those assisting someone who relies on lip reading

Activities when a face mask can be removed include:

- An activity normally held in a gym or medical facility
- To eat or drink in a designated area

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Please note that a face covering must be worn before the activity starts and immediately after it finishes e.g. you can remove your face covering when your keep fit class starts and you must put it back on when the class comes to an end. Once you have finished eating or drinking you must put your face covering back on.

**Even when wearing a face covering you should maintain social distancing of 2m between those people who are not part of your household, if 2m is not possible then 1m plus mitigation.**

### **Covid-19 Procedures and Guidance**

1. A PPE First Aid Kit will be provided in the Ladies loos and this area should also be used to isolate someone if they show Covid symptoms while at the VH.
2. Toilet access is one person in, one person out. Door signs will emphasise this.
3. Hand sanitiser dispensers will be provided in each cloakroom and at each entrance door to the Hall.
4. The kitchen can only be used for making hot drinks. Only one person is allowed in the kitchen at a time and the Hirer must clean all switches/kettles/surfaces touched.
5. Any mugs/cups/saucers used must be thoroughly washed using hot soapy water.
6. The Hirer must bring their own drying up Tea Towels and remove at the end of the booking – no Tea Towels will be provided by AVH.
7. Fabric chairs should not be used. Black plastic and metal folding chairs have been placed in both rooms for you to use. They must be cleaned after use.
8. Curtains should be left open and not touched.
9. Windows/doors should be opened while you are in the Hall to provide ventilation. Please ensure these are closed when you leave.
10. Each Hirer is responsible for cleaning all areas that have been touched during their time in the VH, door handles, loos etc. A basket of cleaning materials will be available and an additional 30 mins. pre and post booking will be allocated to allow for this. A cleaning log will be displayed for you to update. All bins must be emptied on departure.
11. Bookings times must be adhered to. Please do not arrive early as this may encroach on another Hirer’s post use cleaning time.
12. Our normal cancellation terms will remain in place (ie no less than 7 days prior to date of booking) however, if the Aynho Village Hall Management Committee requires to alter this to comply with any new restrictions or Government guidance you will be informed.
13. Each Hirer (the person being billed or main contact) is asked to record the name and contact details of each visitor to the Hall and to keep this information for a minimum of 21 days after each booking event. If any visitor should report Covid-19 symptoms following the use of the Hall, the Hirer should inform the Bookings Secretary immediately.
14. A full Risk Assessment for the Village Hall will be displayed on the notice board in the Committee Room

I have read the above procedures and agree to abide by them. I have provided a risk assessment for the specific requirements of my use of the Village Hall (see example below).

Signed..... Name: .....

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**Example Hirer Risk Assessment**

This sample document can be used as a guide to help you as a hirer produce your own COVID-19 risk assessment for use of your hall. This is intended as a supplement to your group’s ordinary Risk Assessment.

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	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 committee 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?
<b>Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.</b>	People do not maintain 2 m 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 at once. Advise those in groups of the need to avoid mingling with others.	Avoid use of kitchen – 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.
<b>Respiratory hygiene</b>	Transmission to or from 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 a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire. Face coverings to be worn unless an exception applies.
<b>Hand cleanliness</b>	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 paper towels.	
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	