



ORPEN MEMORIAL HALL TRUST

Charity Registered No 208912

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 the 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. You may also have to undertake a risk assessment for you to comply with as recommended by your club or association's governing body.

SC3:

You will familiarise yourself with the position of the sanitiser & tissue dispensers, COVID-19 information notices, COVID-19 first aid box and designated safe area in order to instruct your members.

SC4:

You will be responsible for sanitising 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to sanitise again on leaving. We will ensure the floor is cleaned.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC5:

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.

SC6:

You will keep the premises well ventilated throughout your hire, with windows and doors (except for internal fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC7:

You will ensure that no more than 60 people attend your activity/event in the Main Hall and 40 in the John Lampon (back) Hall, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible that they observe any one-way system which may be required for your event, and as far as possible observe social

distancing of 1m plus mitigation measures such as face coverings when using more confined areas e.g. moving and stowing equipment, accessing toilets. You will make sure that no more than one person use each suite of toilets at one time.

SC8:

You will take particular care to ensure that social distancing is maintained for any persons 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 compromising social distancing.

SC9:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation measures such as: seating side by side, with at least one empty chair space 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.

SC10:

You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 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 or 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. You will inform the Hall Administrator on 07434 949631 at the earliest opportunity if any member becomes ill after using the hall (the Hall Administrator will in turn notify you if any other group reports a COVID-19 case).

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, ensuring all waste is double bagged in the rubbish bags provided and placed in the skip in the bin store outside the hall. Replacement bags will be available at the bottom of each bin.

SC12:

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC13:

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.

SC14:

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 outside the main kitchen. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing from the COVID-19 first aid box which is kept in the servery. 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 Administrator on 07434 949631 at the earliest opportunity.

SC15:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC16:

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.

SC17:

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC18:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets, corridors kitchen and the servery, for the safety of others.

If you experience any problems adhering to these special conditions, please contact the Hall Administrator immediately on 07434 949631 or hall-admin@westbergholt.net. Could you please confirm you are happy to accept the above by signing and returning one copy of the document below, an electronic signature or email confirmation of the conditions is also acceptable. Also, should you wish this agreement to be in larger print or any language other than English please contact me.

This Agreement is additional to your current Agreement and should be read in conjunction with such.

Signed : Date

Contact Name/responsible person#:.....

Organisation Name:.....

#If there are any changes to the contact/responsible person please notify the Hall Administrator at the earliest opportunity