

Barnwood Reading Room

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 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.

SC3:

EITHER: You will be responsible for cleaning 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 clean again on leaving.

OR

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

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

SC6:

You will ensure that no more than 15 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

SC7:

You 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.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households 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 will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for taking all rubbish away with you when you leave the hall.

SC11:

You will be responsible, if drinks or food are 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, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

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.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should move them to a corner of the hall until they can leave. The 1st Aid kit has extra items for any necessary treatment. 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. See additional following guidance.

SC14: In order to avoid risk of aerosol or droplet transmission you must 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.

SC15:

Other special points as appropriate.

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

You will ask those attending to bring their own equipment and not share it with other members.

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 immediately
- 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** BRR Trustees on __07701083800_____
- f) If the unwell person needs to wait for a lift:

(1) Remove them to the safe waiting area

2) Put on a mask, face shield, gloves & apron to protect yourself

(3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & 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 insert responsible committee member to arrive.
5. Once home - launder all your clothes and wipe down disinfect your car

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

This is a guide to help hirers produce their own COVID-19 risk assessment for use of the Barnwood Reading Room. It is intended as a supplement to a group's ordinary 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 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. | The hiring group can bring its own equipment. |
| Managing Social distancing and especially people attending who may be vulnerable | People do not maintain 2 m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilet and cloakroom to one adult (plus child if necessary). | Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. |
| Respiratory hygiene | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. 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 into kitchen bin at end of hire. |
| 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 paper towels. | |
| Kitchen | Transmission between caterers in a small kitchen | Restrict entry to caterers only. Consider the use of masks. Considers everyone bringing their own food and drink. | |
| Someone falls ill with COVID-19 symptoms at or soon after attending the activity | Transmission to other members of group and premises | Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. | In the event of a case in the hirers group, NHS Test and Trace can contact everyone the individual was in contact with. |

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| | | Hirers should keep a note of the names and telephone number for everyone attending their activity and retain this for 3 weeks | This is not a legal requirement, people are not obliged to provide their personal details but where they do that information should be kept securely so as to comply with GDPR and then destroyed in due course. |
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*Note that the waste should be double bagged and kept for 72 hours before being collected.