

Special Conditions of Hire during Covid-19

These special conditions of hire, dated 17 May 2021, are supplemental to, and not a replacement for, Brushford Parish Hall's ordinary conditions of hire.

1. 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, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. You undertake to comply with the actions identified in Brushford Parish Hall's Risk Assessment, of which you will be provided with a copy.
3. 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 hire **before** other members of your group arrive and to keep the premises clean through regular cleaning of surfaces during your period of hire, using products supplied, or your own domestic products. You will be required to clean again on leaving.
4. You will make sure that everyone attending 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 use the Test and Trace System to alert others with whom they have been in contact. They must seek a Covid 19 antigen test.
5. You will keep the premises well ventilated during 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.
6. You will ensure that no more than 30 people attend your activity or event in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone as far as possible, including while waiting to enter the premises, that they observe the One Way System within the premises, and as far as possible observe social distance of 1m plus mitigation measures when using more confined areas (e.g. moving or stowing equipment, and accessing toilets) which should be kept as brief as possible. You will make sure that not more than one person use each suite of toilets at a time.
7. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be more critically vulnerable to Covid-19. For some people passing another person in a confined space is less risky, but for older people that should be avoided.
8. 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 6 or less people or 1m with mitigation measures, such as seating side by side with at least one

empty seat between each person or household group, rather than face to face, face coverings and good ventilation. If tables are being used you will place them so as to maintain social distancing across the table between people of different household groups who are face to face using a wide U-shape.

9. You **MUST** 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 (at least one member of any group of up to 6 people or 2 households must provide details). 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. If food or drink is being served, then the contact details of **everyone** attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided at the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave.
11. Users are encouraged to bring their own food and drink. If food is being served it must be served only at tables or as a take-away service. If food and drink is served you must make sure that there is no mingling between groups at different tables.
12. 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 Special Hiring Conditions above are not being complied with, whether by you or other hirers, or in the event the 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.
13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall and they cannot return home immediately you should remove them to the safe area of the Carnarvon Room. We provide basic PPE face masks and plastic aprons, sanitiser, soap, tissues and a bin or plastic bag, warm water for hand washing using the bar sink. Ensure you have the contact details of all other persons present, ask them to leave, observing the usual hand sanitising and social distancing measures, and advise them to wash their clothes on returning home. Inform the Trustees by phone using 07941 139846 or by email using enquiries@brushfordparishhall.org.uk.
14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to one another, e.g. refrain from playing music at a level which makes normal conversation difficult.
15. Where a sports/exercise activity takes place you will organise your activity in accordance with the relevant governing body for your sport or activity. Where

possible ask members to bring their own equipment, or arrange to have equipment that is easy to clean. You will ensure that all equipment is cleaned before stored for use in the hall.

16. You will ask those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.