



## **WESTON-UNDER-WETHERLEY VILLAGE HALL TRUST**

### **ADDENDUM TO RULES AND STANDARD CONDITIONS FOR**

#### **HIRE OF THE HALL (Draft 5)**

**JUNE 2020**

#### **Coronavirus Measures**

Due to the Coronavirus pandemic of 2020, subsequent nation lock-down and quarantine measures, gatherings in the village hall were cancelled from March to July 2020 and government restrictions put in place to have a progressive and phased return to 'normal' life.

The Village Hall Management Committee must abide by the law and above all protect staff and hirers from virus contamination and spread risk (person to person).

From July 2020 there is to be the start of a return to normality in that certain activities are to be permitted to take place albeit with certain restrictions to the numbers that can gather together and the manner in which they may gather and interact.

This addendum to our rules of hire sets out what we the Village Hall Committee have done to keep people safe from Coronavirus, comply with the law and to minimize/eradicate the Coronavirus risk.

We need your help as hirers to comply with our risk assessments, which we will work out with you, to manage the behaviour of your group to comply with safe practices. We, the Village Hall Committee will monitor the activities in the hall from time to time to ensure that the full intent of what we have agreed with you in terms of behaviour is followed.

If despite our discussions with you about the restrictions, you or members of your group are unable or unwilling to comply with them in practice, we will have to terminate your hire arrangements. We will however work with you to sort out the practicalities and best way of complying with the law and yet still enjoying the hall activities, which are very much a feature of village life.

#### **Measures**

You the hirer will ensure that no more than 16 people attend your activity/event in the hall, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and do not congregate in the hallway or toilet areas unduly in these more confined areas.

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

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2m distance around them when going in and out of rooms and ensuring they can access the toilets, 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.

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines (displayed upon notices in the hall and reproduced here), while entering, occupying or leaving the hall. In particular using the alcohol hand sanitiser upon entering the hall and after using any tissues.

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. Most of the measures are also covered here.

You the hirer 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

Anyone with symptoms of the disease which are:-

- A high temperature/overt sweating
- A new persistent dry cough
- Feeling unwell
- Loss of taste or smell
- Nausea
- Aching joints

**SHOULD NOT** enter the hall but go home and self-isolate according to government advice.

If you are self isolating at home, please do not go into the hall until your quarantine period has ended.

All hirers must keep contact details of their entire group who attend the hall so that if anyone subsequently comes down with the disease, everyone who has come in contact with them in the hall can be advised *by the hirer* of the increased risk they may be in.

We have erected a free standing 70% alcohol (with moisturizer) dispenser in the entrance doorway of the hall and the requisite notices that remind us all of the risks. We ask that you and your group, put the gel on your hands in the way prescribed both on the way in to the hall and as you leave.

We have installed anti-bac soap dispensers in the toilets and kitchen with advice about how best to wash your hands from a virus reduction perspective.

All the products we use in the hall like the alcohol sanitizer gel, anti-bac soaps, and surface sanitizer sprays are approved products as used by the NHS.

We clean and disinfect the hall floors twice a week and more than this if we have a group activity where people are in close contact with the floor with their bodies and/or hands or if children/toddlers have or are to use the hall.

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There is currently a social distancing rule of 2 metres which greatly restricts how many people can be in the hall at one time (currently 15 or a maximum of say 20). Groups that can comply with this are beginning to come as restrictions are lifted however expect the 2m restriction to be reduced to '1m plus' in July 20 which is sure to help matters in regards to a wider hall usage.

With finer weather, it will be possible for groups to use the outside space. This will alleviate the pressure on reduced numbers however we will still need to manage the maximum numbers in the enclosed hall space which we expect the hirer to do with a dedicated person who is keeping count or otherwise being mindful on everyone's behalf about the safe capacity of the enclosed hall space. Please discuss this with us and we will work out a plan for everybody's safe enjoyment of the facilities.

We have temporarily closed and locked the kitchen and store room at the back of the hall. This is because we are unable to staff/resource cleaners to decontaminate the surfaces between hirers? It helps us to control the virus by minimizing where people can go to that which is absolutely necessary. If you as hirers expressly want to use these areas, we will need to risk assess your hire individually and possibly levy an additional charge.

Because the kitchen is closed, please bring your own water bottles and food as required for your session.

Chairs/tables and items stored in the back of the hall in the cupboard can still be accessed but for the time being, only by arrangement with our handyman or cleaner who will go in or out of the store on your behalf. Again, this is so we can sanitise what goes back in the cupboard after usage and keep tabs on what is 'clean'.

For the time being, there will be a small number of chairs and tables put out at the back of the hall for your usage. If you let us know in advance, exactly what you need, we will do our best to make sure they are there for you. Please clean down with your sanitiser spray what tables and chairs you need before usage.

### **Isolation Room**

Our hall office is now designated 'The Isolation Room'. There is a notice on the door explaining what it is for. It is only to be used if a hall user becomes unwell whilst in the hall. There are tissues, paper towels and a hand pump anti-bac sanitiser on the sink. There is a bin for used tissues and paper towels. Please do not go in the room for any other reason.

If someone falls ill, one responsible person to accompany the sick person in the isolation room ONLY. Dial 111 for advice concerning the ill person.

The hirer is to make sure contact details for your entire group are taken, and advise them to launder their clothes when they arrive home.

### **Ventilation**

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Government and scientific advice is that open spaces or good (non-recirculating) ventilation of rooms where gatherings occur, is an effective measure to reduce spread of the disease. You the hirer will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. The village hall has opening windows and three double doors which open to the outside along the side of the main hall. We therefore ask our hirers that whenever possible and subject to weather factors (wind, cold and rain), to open windows and doors to create good air changes and circulation of fresh air where people are gathered. This will obviously be more appropriate in the summer and autumn months than during the winter however, some ventilation should always be made available come what may.

### **Toilets**

Toilets are an obvious area for crowding, at least as defined by government advice about social distancing. We have posted notices on the toilet doors advising that no more than 2 people at a time should be in them. If a person goes in and sees there is already this number in the toilets, they are expected to wait outside until someone leaves. We leave it to the responsibility of the hirer and their group to self-police this.

### **Positioning of Chairs & Tables**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side if possible, rather than facing each other, with at least one empty chair between each person. 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 facing each other across a space.

### **Charges**

The village hall is a small and sustainable business and is not generally subsidised. We have had help over the shut down with rate relief and a grant to cover loss of business and to retain our helpers. The additional costs due to the Coronavirus are significant to us in respect of on-going cleaning support and maintenance of the measures described above. We hope that you will accept that there will be a supplement to the normal hire costs for the foreseeable future and/or until the measures we have had to put in place and no longer necessary. We are keeping the additional Coro19 charge to a minimum for each hirer. The additional charge may vary according to the type of activity taking place and amount of cleaning or 'cupboard' support we deem necessary to maintain a safe environment for the next hirer/building user. The additional charges are under constant review as things develop and hopefully be limited to what perhaps will be a nominal charge and in any case, will represent a straight pass-through non-profit element for all hirers.

### **Cleaning by Hirers**

The hall surfaces in toilets, entrance and doors etc. are done once per day thoroughly by our cleaner and handyman. This includes for example, the hand rails outside the entrance to the hall. As mentioned, all the hall floors are cleaned thoroughly twice per week and more if deemed necessary.

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The Committee is not able to clean the hall thoroughly **between** hirers during the day. The hall is just not the sort of business that can manage that. We have one part time handyman and cleaner, that is all.

The hall will be clean when you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire using your own ordinary domestic anti-bac products.

Please take care cleaning electrical equipment like light switches. Use cloths - do not spray! Each hirer must bring with them an anti-bac surface sanitiser such as is available in Tesco or any of the big stores and sufficient paper towels. Check the label to ensure that it is anti-bacteria and how to best use the product to maximum effect (eg spray on, leave 5 minutes, wipe off). It would also be advisable to use disposable gloves. Please spray and wipe any surfaces you may touch like tables, wash hand basins, sinks, door handles and styles, toilet door handles, seats and flush handle. Collect and bag the paper towels left in any of the bins along with any rubbish and take them to bin at home or to otherwise dispose of appropriately. This may sound onerous but it does not take long and we must all help each other minimise infection risk.

Obviously you won't need to clean down if you are the first in the hall after our own cleaning regime has just been done.

FYI. Our cleaner and handyman wear gloves, overalls and face shields when they do the thorough clean. Face shields are mainly just to prevent inadvertent touching of the face whilst cleaning is taking place.

Please talk to our booking clerk if you have any questions about PPE (personal protective equipment) or cleaning products you might want to bring/use.

We will provide and stock blue paper on a roll if you should run out of paper but we still need you to remove the waste safely before the next hirer appears.

Due to the COSHH Regulations (control of substances hazardous to health), we the Committee need to be aware of whatever chemical/cleaning products you bring or propose to use in the hall. Never mix products and always read the label in regard to safe usage (particularly regarding skin, hands, face, eyes). Please do not store chemical cleaners anywhere in the hall. We have enough of our own and must be diligent in regard to safe usage and storage.

### **Questions**

This is the first time we have had to deal with a pandemic and we are trying our best to be pragmatic and to keep the hall open for everyone's enjoyment. The situation is evolving and we are doing our best to be responsive. Please help us to keep everyone safe and do your part to keep the hall open. If you have any questions or even suggestions for us, we want to hear from you and will work with you as best we can to enable your activity to become a regular one.

We the Hall Committee 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 Special Hiring 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 loss of hire.

**Government Advice 23<sup>rd</sup> June 2020 Regarding what can open on the 4<sup>th</sup> July (Source BBC Website).**

The venues listed as being **able to reopen** include:

- Pubs, bars and restaurants but only with a table service indoors, and owners will be asked to keep contact details of customers to help with contact tracing
- Hotels, holiday apartments, campsites and caravan parks but shared facilities must be cleaned properly
- Theatres and music halls but they will not be allowed to hold live performances
- In other changes weddings will be allowed to have 30 attendees, and places of worship will be allowed to hold services but singing will be banned
- Hair salons and barbers will be able to reopen but must have protective measures, such as visors, in place
- Libraries, community centres and bingo halls
- Cinemas, museums and galleries
- Funfairs, theme parks, adventure parks, amusement arcades, skating rinks and model villages
- Indoor attractions where animals are exhibited, such as at zoos, aquariums, farms, safari parks and wildlife centres

**What cannot open from 4 July?**

The following places will remain closed by law:-

- Nightclubs and casinos
- Bowling alleys and indoor skating rinks
- Indoor play areas including soft-play
- Spas
- Nail bars and beauty salons
- Massage, tattoo and piercing parlours
- Indoor fitness and dance studios, and indoor gyms and sports venues/facilities - although Culture Secretary Oliver Dowden tweeted that ministers hope to be able to reopen gyms and leisure facilities in mid-July
- Swimming pools and water parks
- Exhibition or conference centres - other than for those who work for that venue.

Regards

Hall Chairman  
Martin Roberts  
June 2020.