



Additional Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's standard conditions of hire. (See also the Ripple Parish Hall Conditions of Hire on our Website www.rippleparishhall.com). The shaded areas show the changes from the previous issue.

SC1:

The hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines (see Appendix) and Special Instructions while entering, occupying and leaving the hall. Where applicable, also any Guidelines specified by the applicable English National Body/Association, e.g. English Short Mat Bowls Association.

SC2:

The Hirer will undertake to comply with the actions identified in the hall's risk assessment. A copy will be provided. We recommend (it is not mandatory) that you prepare your own Risk Assessment prior to your first hire, to ensure to have addressed every possible risk.

SC3:

The Hirer 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 your own ordinary domestic products, or the products supplied (on the worktop in the kitchen). You will be required to clean again **before** leaving. Time taken to complete this cleaning will not be charged.

SC4:

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. The Hirer must retain details of everyone, for at least 3 weeks after the hire date. We ask all Hirers to advise us immediately if someone develops COVID-19, so that we can implement any addition actions/cleaning, as appropriate.

There is a NHS Track and Trace QR code on the wall of the Foyer. However this does not remove the legal requirement for Hirers to record those attending every Hire.

SC5:

Face Masks must be worn at all times, (unless eating/drinking, you are excused on medical grounds, or dispensation is specified, under your Hirer's Risk Assessment. Where practical, the Hirer will keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient, and will be responsible for ensuring they are all securely closed on leaving. No decorations, or table clothes are permitted.

SC6:

The Hirer will ensure that no more than the prescribed number of people (**22 maximum**) attend your activity/event, in order that social distancing can be maintained. (See Hall Risk Analysis). In some cases, based on the Hirer's own Risk Assessment, this number may be reduced (e.g. to allow social distancing during exercise classes), and as recommended by the applicable English National Body/Association. Also ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system in the kitchen, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. no more than one person uses each toilet at one time. **Note: the Committee Room is closed**

SC7:

The Hirer will take particular care, to ensure that social distancing is maintained. In particular for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19.

SC8:

The Hirer will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1 metre (and preferably 2 metres) across the table between people who are face to face.

SC9:

The Hirer will be responsible for the **disposal of all rubbish** created during your hire, including tissues and cleaning cloths, in the dustbin (outside the Emergency Exit), before you leave the hall OR take it home in secure bags.

SC10:

While Hirers are encouraged to bring their own drinks and food (cold food only), if drinks are made you will be responsible, 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. Please note, The Oven, Microwave and Heated Cabinet **must not be used**.

SC11:

The Trustees/Committee 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 these Special Hiring Conditions or the Special Instructions are not being complied with. This could be by any hirer, or in the event that public buildings are required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for future hire.

SC12:

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 The Committee Room. Tissues, bin, plastic covered seat and Emergency Pack is available in the room. Ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform Neeta Dhanak (07961 305916) or John Bennett (07767 386148) immediately.

SC13:

Other special points:-

- Keys - Can be collected returned from the Booking Secretary, as normal
- Cleaning - Please take care cleaning electrical equipment and light switches. Use cloths - do not spray!
- Fabric Chairs - clean hard surfaces but NOT cloth seats and backs; chairs will not be used for 48hrs minimum between Hires. Alternatively, Hirers may be asked to use plastic chair covers, which are in the basket in the kitchen.
- Ventilation - Windows should be open to improve ventilation, even during cold weather. Hirers should warn those attending to expect the temperatures in the Hall to be lower than usual during Winter months, and to wear warmer clothing.
- Heating - the conventional heaters in the Hall, Foyer and Toilets are OK to use. The supplementary heaters (stored in the cupboard in the Committee Room, must NOT be used)

Ripple Parish Hall Management Committee
(Issue 3 - October 2020)



HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the organiser of the activity you attended, who must immediately inform a member of the Management Committee. (All contact details are on our website and on Hall Notice Boards.)
- 2. Face Masks must be worn at all times**, unless drinking, you are excused on medical grounds, or specified under your Hirer's Risk Assessment.
- 3. Maintain 1 metre (preferably 2 metres) social distancing as far as possible:** Be especially careful as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. (We cannot clean all surfaces at the hall between each hire.)
- 8. Take turns to use confined spaces such as foyer, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated.** Close doors and windows on leaving.

Our Cleaner fully cleans this Hall at least once every week, when the Hall is open.