

BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chairman: Mr G. Davey
Secretary: Mr. R. Colvin
Treasurer: Mrs. C. Banton

COVID-19 AND BISLEY VILLAGE HALL: ADDITIONAL CONDITIONS OF HIRE

Version 1 Dated 10th August 2020

Bisley Village Hall and Covid-19

Bisley Village Hall is subject to general government guidance and requirements relating to Covid-19 and to specific guidance concerning the safe use of multi-purpose community facilities published on 31 July 2020¹. The Hall's Management Committee of Trustees (the Committee) is responsible for ensuring that government guidance is followed and that users of the Hall do everything they can to keep the Hall, themselves and everyone else who uses the Hall, safe from the risk of Covid-19 infection.

To be able to hire the Hall from September, and until Covid-19 pandemic guidance and requirements have been withdrawn, **hirers must sign to say they have acknowledged and will comply with the attached Covid 19 - Special Additional Conditions of Hire and Bisley Village Hall Risk Assessment**. Failure to sign up to these, or subsequently to adhere to them, may result in the refusal or cancel of bookings.

Hirers must also provide their own Covid-19 Risk Assessment. We hope that you will find it helpful to see the attached generic risk assessment. However, this has to be your assessment, taking into account the risks that your group needs to address; the action you need to take to mitigate the risks and any guidance from the government or from a governing or representative body relating to the specific activities of your group.

The signed Conditions and signed Risk Assessment should be sent to the Booking Officer before you return to the Hall. Trustees will want to ensure that your risk assessment looks robust and comprehensive before approving a booking. They will do this as quickly as possible.

The Management Committee has the right to close the Hall at any time if there are concerns relating to Covid-19 or if required to do so by the government or relevant authorities. If that seems likely or inevitable we will do our best to communicate with you promptly. It would help us to do this if you can give one of our Booking Officers - Suzie Miles for regular users or Leanne Edwards for Ad-hoc users - the best 'phone number for them to use for this purpose. You will not be charged for any session that could not take place if the Hall were to be closed for reasons related to Covid-19.

Although our contract cleaner will have cleaned the Hall every morning (except Sunday) before users arrive, the additional cleaning specified under these Conditions will need to be done by the hirer. To help with this we will provide additional cleaning materials and hand sanitisers for which users will be asked to pay a small extra charge. This charge will be a proportion of our total additional costs and will be based on how often you use the Hall. We will inform you about the amount as soon as we can.

Finally, we attach a **list of contacts**. This tells you who to contact and, if you can't get them, who else you can go to if you need to report a Covid-19-related incident.

We recognise that this is a lot to deal with. However, these are difficult times and the risks to individuals and to groups are significant. Our aim as Trustees is for everyone to be safe and to be able to deal with things as quickly and easily as possible in the circumstances. Please do get in touch if you have questions, concerns or suggestions for improvement.

Bisley Village Hall Management Committee of Trustees
August 2020

¹ <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

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SPECIAL ADDITIONAL CONDITIONS OF HIRE COVID 19

Observing Covid 19 Guidance and Requirements

1. Hirers are responsible for ensuring that everyone attending activities or events at Bisley Village Hall organised by them **fully comply with Covid-19 Secure Guidelines** whilst inside the Hall and in its immediate vicinity. Key points are shown on the attached poster which is also displayed at the Hall entrance.
2. 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 10 days**, and that **if they develop symptoms within 10 days of visiting the premises they MUST use the Test, Track and Trace system** to alert others with whom they have been in contact. We encourage them also to inform their group leader so that they can, in turn, let the Hall's Booking Officer know. The Booking Officer will then ensure that other Hall users are alerted as soon as possible.
3. Group leaders must **record the name, phone number and/or email address of everyone who attends** an activity or event on arrival at the Hall and keep the record for 21 days afterwards so that it can be made available for NHS Test, Track and Trace, if requested. If anyone needs to enter the premises at any other time, they must seek the agreement of a Trustee so that the Management Committee can both manage Covid-safe access and have a record of who has been in.
4. **If someone does fall ill with suspected Covid-19 symptoms while they are at the Hall they should be moved away from other people into a designated safe area.** This is the Treatment Room (next to the entrance to the Jubilee Room), where there are handwashing/sanitizing and waste disposal facilities. Group leaders should make sure that they have contact details for the affected person (see Special Condition 3 above) and that people leave the premises as quickly as possible (while still observing hygiene and social distancing requirements). Group members should be advised to launder clothes and disinfect their possessions as soon as they get home. All waste generated from the use of the Treatment Room needs to be double bagged and **NOT** disposed of. There will be instructions in the Treatment Room advising you of a strict protocol to follow to ensure that the Trustees are informed and that that you prevent any other users entering the Hall until it can be made Covid 19 secure again.

Hygiene, cleaning and sanitising

5. Hirers must ensure that **the period for which they are booking includes the time needed not only for routine setting up and clearing away but also for cleaning and sanitizing all items and surfaces into which users come into contact.** This must be a minimum of 15 minutes both **before** and **after** the session and **without** other members of your group or organisation present. Please note that if you have back-to-back classes, then you need to allow a 15-minute gap for cleaning, with no other attendees present.
6. **Before your group arrives and after they have left the group leader will be responsible for cleaning all surfaces likely to be used during your period of hire and those that were used.** This should include chairs, tables, door handles, light switches, window catches, curtain cords, equipment, toilet handles and seats, wash basins and anything else with which people are likely to come into contact or have come into contact. You will also be responsible for keeping the premises clean through regular cleaning of surfaces during your hire using the products supplied which will be in a clearly accessible location. Any equipment stored on the premises must be cleaned before being stored. Group leaders will be asked to sign a cleaning record to

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show that this has been done. (Please take care when cleaning electrical equipment. Use cloths - do not spray!)

7. **Hirers should try to limit the amount of equipment they bring into the Hall and limit its movement within the premises.** Please ensure that you inform your attendees that all items must be cleaned/sanitized before arrival so that the risk of bringing infection in is kept to the absolute minimum. We do however encourage groups to bring their own wipes and sanitiser for personal use during the session.
8. We encourage **group leaders to meet attendees at the entrance to ensure that they all use the provided hand sanitizer** before going further and to advise that they use it again upon leaving.
9. So far as it is possible and comfortable, **the premises should be kept well ventilated** with windows and doors (except fire doors) kept open. Please make sure they are closed on departure.
10. **The preparation and serving of food or drinks is not allowed.** Attendees may bring their own food/drink, but should not share it with people outside of their own household group. Attendees should bring their own containers and cutlery and take it away with them afterwards.
11. Group leaders should **ensure that all rubbish created during sessions is removed from the Hall when you leave** and placed in the large bins located outside. Please empty all internal bins used by taking the used bag out of the bin and replacing it with a fresh one for the next Hirer. (Bags will be provided).

Social Distancing/Protecting other people

12. Where possible, users are expected to **observe social distancing**. Group leaders must ensure that everyone maintains 2 metre social distancing everywhere inside the premises and when they are in the immediate vicinity. In confined areas, where 2m distancing is not possible, people should observe 1m+ with mitigation measures. (See other Special Conditions below.)
13. Currently, the law specifies that you must wear a face mask in a community centre unless the activity in which your group is involved is exempt. Some individuals may also be exempt, principally for medical reasons. The Village Hall is a community centre. **Users should, therefore, wear face masks when they are in the Hall** unless they are exempt.
14. Special care should be taken to **ensure protection from potential infection for anyone aged 70 or over or who is likely to be more vulnerable to Covid-19**. This means, among other things, doing everything possible to maintain a 2m distance around them and ensuring that they can access more restricted areas without other people being close to them.
15. Users must **follow the clearly signed one-way system**. Users of the Main Hall should go in through the main entrance as normal and leave via the emergency exit to the right of the stage. Users of the Jubilee Room should use the emergency exit at the top of the disabled access ramp from/to the car park to enter and to leave. Leaders of groups using either Hall must, however, enter and leave through the main entrance doors which - if no-else is due to arrive – must be locked.

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16. To meet current Government social distancing requirements **there is a maximum limit of 30 persons in the Main Hall and 15 persons in the Jubilee Hall.** For activities with more stringent social distancing requirements (e.g. high impact activities such as gym and dance) the maximum limits must accord with social distancing requirements specified by the relevant governing body or relevant authority. The limits will be adjusted in line with any relaxations, but additional special conditions may need to be introduced if larger gatherings become possible.
17. Group leaders must **ensure that there is no co-mingling of their members with members of other groups.** Upon entering the building please ensure your group uses the sanitizer and heads straight to your booked Hall without using the toilets first.
18. **Furniture and equipment should be positioned in such a way as to facilitate social distancing** of at least 2m between individuals or between smaller groups comprising 2-households or, if this is not possible, then 1m plus mitigation. This can be achieved by, for example, placing seats side-by-side (but at 1m + distance) rather than face-to-face and by good ventilation. Group leaders should ensure that greater social distances required for specific (often high impact) activities are observed.
19. **Toilets: Users in the Main Hall should use the Ladies and Gents (unless disabled) in the main toilet block. Users in the Jubilee Room should use the disabled toilet.** Because of restricted space the toilet areas are the most vulnerable to cross-transmission of infection. **NO MORE THAN ONE PERSON SHOULD USE THE TOILETS AT ONE TIME.** Group leaders may wish to factor this into the timing and management of their sessions.
20. **No-one other than the members of your group should be on the premises.** To avoid congestion and thereby reduce the risk of transmission of infection in the limited space around the entrance and inside the foyer area, people bringing or picking up attendees should not enter the Hall.
21. **No singing or playing of wind or brass instruments** will be allowed until Government restrictions are relaxed.

These Covid-19 additional conditions of hire will be updated as necessary to reflect Government guidance. When that happens, users will be sent an updated version.

Signed on behalf of Bisley Village Hall:

On behalf of [group name]



We fully understand, accept and undertake to comply with these special additional Conditions and with Bisley Village Hall's Risk Assessment. Our group's completed Risk Assessment is attached.

R S Colvin
Secretary
Bisley Village Hall Management Committee of Trustees

Signed:

Name:

Position: