

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 3 Dated September 2021

Bisley Village Hall and Covid-19 – updated Conditions

These Conditions have been updated to reflect Step 4 of the Government Roadmap out of Lockdown post July 19th 2021 and the Health Protection Regulations. They replace any previously issued Covid-19 Special Additional Conditions of Hire.

While legal restrictions were removed on 19th July 2021, Bisley Village Hall is still subject to general government guidance and requirements relating to Covid-19 and to any specific guidance relating to community facilities. The Hall's Management Committee of Trustees (the Committee) is responsible for ensuring that government guidance is followed. Just as importantly, we will continue to do everything we can to keep the Hall and everyone who uses it, safe from any risk of Covid-19 infection.

Until all Covid-19 guidance has been withdrawn **Hirers must acknowledge and comply with Bisley Village Hall's Covid 19 - Special Additional Conditions of Hire** and its **Risk Assessment** which has been updated in line with the changes to the Conditions and is attached. Failure to sign up to these or subsequently to adhere to them, may result in the refusal or cancellation of bookings.

The bringing to an end of legal requirements means that **User groups have greater responsibility for ensuring that their members stay safe**. Current guidance asks people "to take informed decisions and act carefully and proportionally to manage risk to themselves and others". It remains important to respect and be considerate of those who are more vulnerable and who may wish to take a more cautious approach. In line with this shift of responsibility to users, we will no longer be formally approving your **Covid-19 Risk Assessment** risk assessment. However we do want assurance that you have taken action to update it to reflect Stage 4 of the Government roadmap and our updated Special Conditions and to take 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.

Please sign the updated Conditions to signify that you understand, accept and undertake to comply with them and with the Hall's Risk Assessment and return them to the Booking Officer.

Although our contract cleaner will have cleaned the Hall Monday-Friday morning before users arrive, the additional cleaning specified under these Conditions will need to be done by the hirer. To help with this we will continue to provide additional cleaning materials and hand sanitisers, the cost of which the Trustees have agreed they will not pass onto hirers.

The final attachment is a **Covid-19 Incident Protocol** telling you what to do in the event of an incident and who to contact if you need to report one.

We recognise that keeping up with all of the changes and providing yet more information can be burdensome. However, although we are hopefully through the most difficult times, risks remain and we want everyone to be safe. We are proud to say that we have managed to operate Bisley Village Hall Covid-19 securely since we opened again last September and this is through the help and support of all our Hirers for the all the measures they took and continue to do so. Thank you to you all for your continued support.

Please do get in touch if you have questions, concerns or suggestions for improvement.

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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 entering and occupying the Hall and in its immediate vicinity.
2. Hirers undertake to comply with the actions identified in Bisley Village Hall risk assessment (updated August 2021) of which a copy is provided.
3. Hirers will make sure that **everyone likely to attend their 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 have a Covid-19 test**. 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.
4. Hirers are requested to 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 their event (or at least one member of any group of up to 6 people or 2 households who attend together). 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 (placed to the right-hand side of the sanitizer at the entrances to both Halls).
5. If anyone needs to enter the premises at any other time outside of their hired booking time, they must seek the agreement of a Trustee so that the Management Committee can manage Covid-safe access and have a record of who has been in.
6. **It is vital that group leaders understand, accept and undertake to comply with the Covid-19 Incident Protocol (updated September 2021) which is enclosed with these Conditions.** In particular, you should note and observe what to do if someone becomes unwell with suspected Covid-19 symptoms.
7. **The Management Committee has the right to close the Hall at any time if there is a report of a Covid-19 incident or if required to do so by the government or relevant authorities.** 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 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. We will do our best to communicate with you promptly. To help us to do this please give one of our Booking Officers (Suzie Miles for regular users or Sophie Ince for Ad-hoc users) the best phone number 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.

Hygiene, cleaning and sanitizing

8. 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 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. (See also Condition 22 about adherence to agreed times)

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9. **Before attendees arrive the group leader will be responsible for spending a minimum of 15 mins cleaning all surfaces likely to be used during your period of hire and, afterwards a minimum of 15 mins, for cleaning all surfaces that were used, again without attendees present.** This should include chairs, tables, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and anything else with which people are likely to come into contact with during your period of hire. Please pay particular attention to wash hand basins and kitchen sinks (if used). You will also be responsible for keeping the premises clean through regular cleaning of surfaces during your hire using the products we have provided. Any equipment stored on the premises must be cleaned before being stored. Group leaders should sign the cleaning record in the foyer before leaving (See Condition 19) to show that this has been done.
10. **Hirers should try to limit the amount of equipment they bring into the Hall and limit its movement within the premises.** If your attendees use their own equipment, please ensure that you inform them that all items must be cleaned/sanitized before arrival and they are not to share it with others, 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.
11. Group leaders may wish to meet attendees of larger groups at the entrance to ensure that there is no crowding and to encourage them to use the provided hand sanitiser.
12. The latest scientific advice stresses the importance of **good ventilation**. Please keep the premises well ventilated throughout your hire with windows and doors (EXTERNAL fire doors, not INTERNAL fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
13. **The preparation and serving of food or drinks is permitted subject to written agreement from the Trustees.** Normal Food hygiene remains paramount in the current Covid situation. Attendees may also bring their own food/drink, but should not share it with people outside of their own household group and if possible it should be consumed while seated. They should bring their own containers and cutlery and take it away with them afterwards.
14. Group leaders will be responsible to ensure that **all rubbish created during the session is removed from the Hall when you leave** and placed in the large bins located outside. Please empty all internal bins in the Hall you are using and the toilets by taking the used bag out of the bin and replacing it with a fresh one for the next Hirer. (Bags are provided in the cleaning boxes in each Hall).

Social Distancing/Protecting other people

15. In order that social distancing can be maintained, you will ensure that no more than **90** can attend your activity/event in the Main Hall and **30** in the Jubilee Hall. Depending on your activity/event these numbers may need to be reduced, please ensure that you discuss the activity with the Management Committee before sending out invites. Please encourage social distancing (1 metre plus) between individuals or groups as far as is possible and that they observe mitigation measures such as face coverings when entering, leaving or moving around the premises. Please ensure that no more than 3 persons use each suite of toilets at one time.

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16. We would like you to take particular care to ensure that social distancing is maintained for any persons 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 or other confined areas without compromising their safety.
17. **Furniture and equipment should be positioned in such a way as to facilitate social distancing** 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, face coverings and good ventilation. If tables are being used, you are advised to 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. If you move any chairs or table please return them as stated in the position guide in each Hall.
18. You will encourage all those attending your activity to wear a face covering upon arriving at the Hall and until in their class and when using confined areas such as toilets and corridors, for the safety of others.
19. 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 one else is due to arrive must be locked. They should sign the cleaning record in the foyer before leaving.
20. Group leaders should try to **ensure that there is no co-mingling of their members with members of other groups**.
21. For events with more than 50 people you will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in a controlled manner (see Conditions 15 & 23).
22. **Hirer must adhere to the times for which they have booked the Hall and not arrive early or leave late unless that has been agreed with the Trustees**. This applies whether or not someone else is booked to use the Hall before or after your session. This is to mitigate the risk of co-mingling if another group precedes or follows your session. However, un-booked time is also allocated by the Trustees for among other things essential upkeep and repairs and we need to avoid the risk of unexpected encounters.
23. **Toilets**: Because of restricted space the toilet areas are the most vulnerable to cross-transmission of infection. **NO MORE THAN THREE PEOPLE SHOULD USE EACH SUITE OF TOILETS AT ONE TIME**. Group leaders may wish to factor this into the timing and management of their sessions.
24. **No-one other than the members of your group should be in the part of the premises that you have hired**. You should challenge anyone who is not part of your group and ask them to leave if they don't have a valid reason for being there and inform one of the Trustees. 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.

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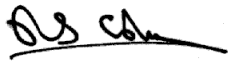
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These Covid-19 additional conditions of hire will continue to be updated as necessary to reflect Government guidance. When that happens, users will be sent an updated version and if necessary, asked to update their risk assessments.

Signed on behalf of Bisley Village Hall:

On behalf of [group name]



We have read, understood, accept and undertake to comply with these updated special additional Conditions.

R S Colvin
Secretary
Bisley Village Hall Management Committee of Trustees

We have read, understood, and accept Bisley Village Hall's Risk Assessment.

We have read, understood, accept and undertake to comply with Bisley Village Hall's Covid-19 Incident Protocol

Our group's Risk Assessment, updated to reflect the Hall's updated Conditions is attached.

Signed:

Name:

Position: