

# Blockley Little Village Hall

The Elisha Smith Institute – Registered charity 1042374

## HIRING ARRANGEMENTS DURING COVID-19\*

The following conditions and capacities are in line with government guidance issued on September 14th 2020 and incorporate a risk assessed determination of the hall to comply with social distancing requirements. Bookings made on the basis of the capacities quoted below may be subject to change at any time if the government issues new guidelines. This being outside the control of the Hall, unfortunately no responsibility can be accepted by the trustees for the cancellation or modification of events already booked.

LVH can accommodate up to 12 people:

- for work activities such as meetings, interviews etc
- for the provision of voluntary or charitable services
- for registered childcare, education or training
- for supervised children's activities, including wraparound care and playgroups
- for youth groups and youth activities
- for wedding and civil partnership receptions
- for support groups such as Victim Support and Mental Health Support.

The Hall can also accommodate 12 people from the same household or the same bubble, such as a school year-group. 12 people can also be accommodated if the individuals socialise in groups of 6 or less, provided the groups stay socially distanced and do not mingle.

6 people can be accommodated for activities which involve movement and exercise.

Hirers of the Hall are required to keep for 3 weeks the name, contact telephone number or email address of all those who attend an event, and to provide this record to NHS Track and Trace if requested.

The Hall management will have the right to close the Hall if there are safety concerns relating to COVID-19 - for instance, if thorough cleansing is required after a suspected case of COVID-19 during a hall activity or if the Special Hiring Conditions have not been complied with by any hirer. If closure is necessary, the Hall management will make every effort to inform hirers promptly and there will be no charge for cancellations.

### SPECIAL HIRING CONDITIONS

The Hirer will ensure that:

1. those attending comply with COVID-19 Secure Guidelines, as shown on the attached poster.
2. everyone likely to attend understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 48 hours. They must also understand that if they develop symptoms within 10 days they must use Test, Track and Trace to alert others with whom they have been in contact and get a COVID-19 Antigen test.
3. no more than the maximum number of people for an activity attend. (See above.)
4. social distancing and mitigation measures are applied with particular care to protect those over 70 and those likely to be clinically vulnerable.
5. no more than 1 person, attended if necessary by a carer, occupies the toilet or the kitchen.
6. any equipment provided by the hirer is cleaned before and after use.
7. all surfaces regularly used during a hiring, e.g. tables, chair backs, door handles, are cleaned and that used Hall crockery and cutlery are washed, dried with the hirer's clean tea towels and put away.
8. all normal rubbish including tissues and cleaning cloths are taken away at the end of a hiring.

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\* These conditions are supplemental to, not a replacement for, the terms set out in the Blockley Little Village Hall's hiring agreement.

The Hirer will undertake to:

- 9 supplement their ordinary Risk Assessment with an assessment relating to the Little Village Hall. (A model is available on request.)
- 10 comply with actions identified in the Hall's Risk Assessment.
- 11 keep the Hall ventilated by opening the doors, the reachable windows and the hatch.
- 12 position Hall furniture so as to facilitate social distancing between individuals and groups.
- 13 discourage people from raising their voices unnecessarily in order to minimize aerosol and droplet transmission.
- 14 provide online or cashless payment systems if relevant and practicable.

The Hirer will encourage Hall users to

- 15 bring their own food and drink. (See 7 re use of Hall crockery and cutlery.)
- 16 scan the NHS QR code for the Hall to increase COVID-19 security.

**IF SOMEONE BECOMES UNWELL WITH SUSPECTED SYMPTOMS OF  
COVID-19 WHILE AT THE HALL**

The hirer must:

- A. Separate the suspected case from others as quickly as possible - for instance, by asking either the suspected case or the others to go outside or to the balcony
- B. Provide tissues and a bin or plastic bag and a bowl of warm soapy water for hand washing
- C. Ask others in the group to provide contact details if they have not already done so and then to leave the premises, observing the usual hand-sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home
- D. Follow the detailed procedure shown in the COVID-19 First Aid Box
- E. Inform the Hall's Health and Safety officer on 07894 522059.

Signed by the Hirer.....Date:.....

Signed by the Custodian.....Date:.....

# HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 48 hours** of visiting these premises alert NHS Test and Trace. Alert the hall custodian on 01386 362055 and alert the organiser of the activity you attended. You **MUST** seek a COVID-19 antigen test.
- 3. Maintain 2 metres social distancing as far as possible:** Wait outside the front door until the passageway is clear for you to go through the entrance hall to your activity.
- 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. Face coverings MUST be worn** unless an exemption applies to a person (*eg* for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (*eg* when taking part in an activity to which an exemption applies). This is a legal requirement.
- 7. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best to clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, 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.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.