

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire

SC1:

You, the Hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

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

SC3:

You will be responsible for cleaning door handles, light switches, window catches, toilet handles and any equipment likely to be used during your period of hire **before** other members of your group or organisation arrive. Cleaning products will be supplied. All cleaning waste and tissues etc is to be placed in the bins provided.

You will not be required to clean chairs, tables or the floor should your hire include touch contact with it. That is the responsibility of MVH

Please take care cleaning electrical equipment. Use cloths or wipes - do not spray!

SC4:

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 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.

SC5:

You 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.

SC6:

You will ensure that no more than the agreed number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that only one person uses the toilet suite at a time.

SC7:

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 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.

SC8:

You 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 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bin provided in the Hall or Meeting Room before you leave.

SC10:

The Kitchen will be closed. If people wish to bring their own food and drink you will ensure they take all their waste home with them. It should **not** be placed in the Hall's bins

SC11:

MVHC retain 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 the Special Hiring Conditions above 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 this 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 Meeting Room. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Chairperson of MVH on 07748865973 or email marypmann@gmail.com

SC13:

You will ask those attending to bring their own equipment and not share it with other members.

If you use mats you will ensure that they are cleaned before the session and before being stored in the Hall's Storeroom.

The Hall is equipped with passive infra-red detectors in certain rooms which means that lights come on automatically in the Meeting Room and the Storeroom. Please remind people not to touch these switches.

Do not attempt to clean the tables or chairs which will be the responsibility MVH.

Name:

Signature:

Date:

Risk Assessment for preventing the spread of Covid 19 in Messing Village Hall

Area	Hazard	Control Measures	Responsible person
Exterior	Users queuing to enter hall not maintaining correct social distance.	Only one User may wait directly in front of the hall. Signs to be put up to explain this. Users prohibited from lingering outside the entrance of the hall	Users Users
	Users leaving hall in close proximity to other users.	Hirer to ensure Users to leave the hall at 2m distance.	Hirer/User
	Touching door handles	Users will be advised to press electronic door opening pad to gain entrance and then use sanitiser from a dispenser upon entering the hall.	Users
Kitchen	Users making use of equipment and not washing properly.	The kitchen is to be closed until further notice. A lock is required to enforce this restriction.	RS
	Difficulty in maintaining CV 19 free surfaces	Should users wish to eat or drink they must bring in their own provisions and utensils and remove any waste items when leaving.	Users
Meeting Room	Space is restricted therefore social distancing is difficult.	Only 4 people will be able to hire/use this room at any given time.	MVHC
	Touching door handles, switches and door handles.	Hand sanitiser dispenser positioned on the wall within the room for use on entering and leaving the room.	Users
	Risk of aerosol transmission of Covid-19	Try to avoid face to face position during activity.	Hirers/Users
Hall	Touching door handles	Hand sanitiser dispensers are positioned on the side and rear walls of the hall. Users to use on entering and leaving hall.	All users
	Possible contact with the floor	Floor is cleaned following an activity where users have sat on the floor in addition to regular cleaning depending on the level of usage. Signage advising users not to touch their mouths or eyes and make use of sanitiser when necessary.	Donna MM/RS
	Certain activities require more space	Hirers to ensure that Users maintain the required social distance. When physical activity classes restart numbers will be restricted, commensurate with maintaining social distancing requirements.	Users Hirer

	<p>Possible transmission of Covid-19 through aerosol distribution.</p> <p>Users leaving and entering the hall in close proximity to other users.</p> <p>Possible use of hall-based equipment</p>	<p>Try to avoid face to face position during activity. Where possible windows and doors to be kept open for the duration of the activity.</p> <p>Users to leave hall at required social distance</p> <p>Sanitiser to be used before and after handling equipment. Hirer to sanitise equipment at the beginning of a session. Tables and chairs that have been used will be left out to be sanitised before the next session</p>	<p>Hirer</p> <p>Hirer/Users</p> <p>Hirer/Users</p> <p>Hirer</p> <p>Donna</p>
Toilets	<p>Touching door and toilet handles, taps</p> <p>Restrictions of space</p>	<p>Use soap and water before leaving the toilet. Then use sanitiser located in the hallway. Provide paper towels instead of the hand dryer. Signage displaying Vacant/Engaged on the Disabled, Women, and Men's toilet doors. Only one person allowed into the room at a time.</p>	<p>Users</p> <p>RS/AL</p> <p>MM/RS</p> <p>Users</p>
Maintenance	<p>Cleaners coming into contact with surfaces touched by many hall users</p> <p>Users coming into contact with surfaces</p> <p>Keeping the many surfaces that are touched by users and hirers free from Covid-19</p>	<p>Cleaners to be offered disposable gloves, masks and aprons. Cleaners to be given the opportunity to ask for equipment they feel necessary to keep them safe.</p> <p>Signage in toilets, hallway and hall to increase awareness of good handwashing techniques and hygiene.</p> <p>Hirer to sanitise touch surfaces ie door handles, light switches and toilet flushers and equipment at the beginning of a session. Sanitising products will be provided. Used wipes to be placed in the bins provided.</p> <p>The hall floor will be cleaned after any activity where users sit on the floor. Otherwise the floor will be cleaned twice a week.</p> <p>Door handles and toilet furniture will be cleaned by Hirers before the hire session.</p>	<p>MM/Donna</p> <p>MM/RS</p> <p>MM</p> <p>Donna</p> <p>Donna and Hirers</p>
Storeroom	Space is restricted	<p>Only one person in the storeroom at any time. In the case of moving large equipment one person accesses it while another person waits at the entrance to the</p>	Users

	Transmission of Covid-19 through the handling of equipment.	<p>storeroom and can help lift and carry the piece of equipment whilst maintaining social distancing.</p> <p>Martial arts equipment is to be cleaned by Hirers and stored carefully. Hirer to sanitise equipment at the beginning of a session.</p> <p>Tables and chairs that have been used will be left out to be sanitised before the next session</p>	<p>Hirers</p> <p>Hirers</p> <p>Donna</p>
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All Hirers will need to create their own risk assessment to include any additional measures relating to their activities.

Date:

Signature:



FLOOR PLAN
(1:75)

2m x 2m
spacing (min)

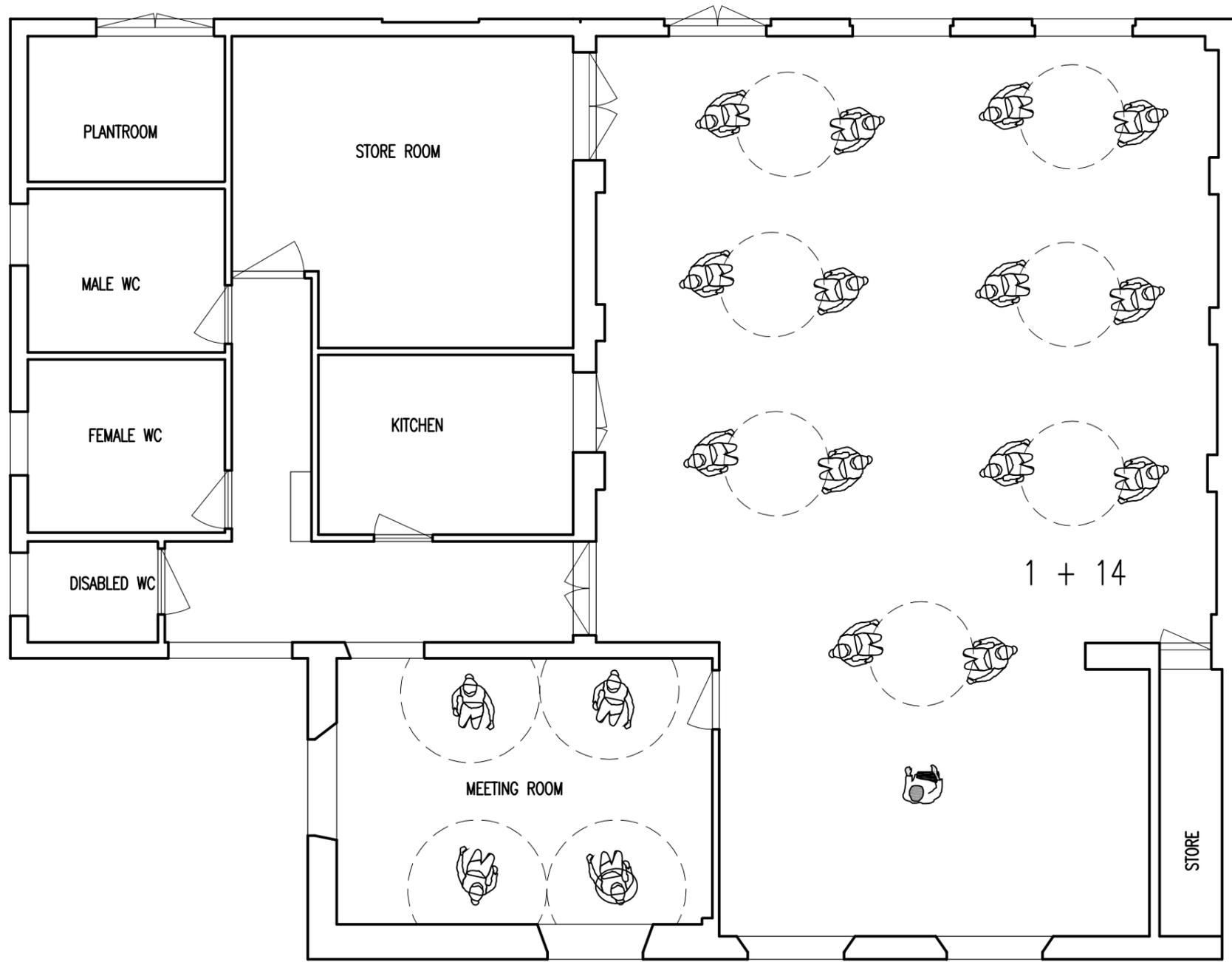
Rev	Date	Revisions
-	JUNE 2020	PUBLIC ISSUE
Job Title:		Date: JUNE 2020
MESSING VILLAGE HALL THE STREET, MESSING		Scale: 1:75
Drawing Title:		Drawn: Ckd:
COVID19 HALL CAPACITY PRESENTATION		Job No:
		Drg.No: SD/01 -



FLOOR PLAN
(1:75)

2m x 2m
spacing (min)

Rev	Date	Revisions
-	JUNE 2020	PUBLIC ISSUE
Job Title:		Date: JUNE 2020
MESSING VILLAGE HALL THE STREET, MESSING		Scale: 1:75
Drawing Title:		Drawn: Ckd:
COVID19 HALL CAPACITY TALK		Job No:
		Drg.No: SD/02 -



FLOOR PLAN
(1:75)

1.5m Tables
2m spacing
between people

-	JUNE 2020	PUBLIC ISSUE
Rev	Date	Revisions
Job Title:		Date: JUNE 2020
MESSING VILLAGE HALL THE STREET, MESSING		Scale: 1:75
Drawing Title:		Drawn: AL Ckd:
COVID19 HALL CAPACITY TABLES		Job No:
		Drg.No: SD/04 -



FLOOR PLAN
(1:75)
3m x 2m
spacing (min)

-	JUNE 2020	PUBLIC ISSUE
Rev	Date	Revisions
Job Title:		Date: JUNE 2020
MESSING VILLAGE HALL THE STREET, MESSING		Scale: 1:75
Drawing Title:		Drawn: Ckd:
COVID19 HALL CAPACITY YOGA AND PILATES		Job No:
		Drg.No: SD/03 -