



Special Conditions of Hire for Fernwood Village Hall following COVID-19 outbreak

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 poster on page 4. In particular, using the hand sanitiser supplied when entering and leaving the hall and using tissues and keeping at least 2 metres apart from everyone else.

SC2: You have responsibility for managing risks arising from your group's own activities and have control of the premises. You should take account of any guidance relevant to your specific activity or sector.

SC3: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC4: The hall will be cleaned daily at 6am by Parish Council staff. You will be responsible for cleaning all used surfaces during your period of hire (including tables, wash hand basins, door handles, light switches) using the products supplied. There will be a log for you to sign in each room you use with details of what needs to be cleaned.

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

SC5: 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 48 hours
- they have been in contact with someone who has a confirmed case Covid or if they have Covid (in which case they should be isolating as per government guidance).

You will tell your users that if they develop symptoms within 10 days of visiting the hall, they **MUST** contact the Parish Clerk and you, so users that have been in contact with them can be informed so they can self-isolate.

SC6: You **MUST** keep a record of the date and time your activity at the hall started and finished and the name and contact telephone number or email of all those who attend your event. You must retain this information for 21 days in case of an outbreak. Also, you must ask everyone who attends to use the NHS QR poster at the hall entrance to register their attendance.

SC7: 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.

SC8: All users must keep 2 metres apart at all times. You will ensure that no more than the number of people detailed in the table below attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing including while waiting to enter the premises (for example managing arrival departure times, splitting into more than one session). Also, that they observe the one-way system within the premises. The table shows the maximum number of people. If there is a lot of moving around

during your activity/you have tables with displays/presentation area, you need to consider how this will affect social distancing and reduce numbers accordingly. See pages 5 and 6 for **Additional Guidance for Sports and Exercise providers**

Government Social Distancing requirement	Main Hall (see diagram for measurements)	Small Hall (see diagram for measurements)
2 metres	26	12

Figure 1: Table showing maximum number of people in each hall to allow social distancing

SC9: Using more confined areas e.g. moving and stowing equipment, should be kept as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time.

SC10: Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. 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, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC11: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side 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.

SC12: You will operate a one-way system letting your users enter the building at the main entrance and leave through the fire doors of the room you are using (gate code for small hall users 5924) to avoid break down of social distancing at pinch points e.g. corridor/foyer. You will ensure that all doors and gates are locked before you leave the building.

SC13: You will ensure the front door is open before your activity is due to commence to allow users to enter the building in a socially distanced manner and manage the queue if necessary to ensure social distancing. You will lock the front door once all of your users have arrived.

SC14: You will remind your customers/group who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.

SC15: On entering the hall you and your users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. See [guidance on wearing face coverings](#).

SC16: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall.

SC17: You will encourage users to bring their own drinks and food where possible. Only 2 people to be in the kitchen at any one time. If the kitchen is used during your hire period you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried (or use the dishwasher) 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.

SC18: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you will:

- remove them to the designated safe area which is the garden (if not raining) /the foyer (if raining).
- provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.
- 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 Caretaker on 07920124745. Also email the Parish Clerk: office@fernwood-pc.co.uk

SC19: For performances and other events with seated audiences, you will provide attendants 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 the interval row by row.

SC20: Where you/your group uses your/their own equipment:

- a. You will ask those attending to bring their own equipment and not share it with other members
- b. You will avoid using equipment, which is difficult to clean, as far as possible.
- c. You will ensure that any equipment you provide is cleaned before use and before being stored.

SC21: You will need to manage noise to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

SC22: We 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 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.

On behalf of my group, I commit to follow these special conditions and ensure my group follow them too. I understand and accept that we will need to follow them until the Parish Council confirms in writing that (some/all these conditions) no longer need to be followed.

Name:.....

Group:.....

Signature:.....

Date:.....



Fernwood Village Hall

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 manager on 01636 613024 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 behind the marked lines 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. **Face coverings MUST be worn** unless an exemption applies to a person (e.g. for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (e.g. 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 cannot 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 but should be avoided.
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.

Additional Guidance for Sports and Exercise providers

Introduction

The important points of the COVID-19 secure guidelines set out in our special conditions page 4 should be in place and are not repeated here (social distancing, cleanliness, handwashing etc.)

Our hall has undertaken a COVID-19 risk assessment and is following the steps identified to minimise transmission so satisfies most points in the Government guidance for providers of grassroots sport and gym facilities, the full text of which is contained here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

From 25th July, indoor gyms, fitness and dance studios, indoor sports facilities were able to open, which means that activities which would be held there, such as yoga and Pilates, dance classes, badminton, table tennis, indoor bowls etc. can be held in village and community halls.

Additional requirements to be taken into account by Sports and Exercise providers

In addition to all of the special conditions for hirers, sports and exercise providers need to take into account the following guidance:

1. Governing body guidance: Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. Fernwood Village Hall requires you to seek, frequently check and adhere to this guidance.
2. Changing facilities: We will not be providing changing facilities and you are required to ask your users to come dressed for your activity and to change and wash at home afterwards.
3. Payments: Cash transactions should be avoided – online payments and a booking system should be used where possible to manage demand.
4. The Maximum Capacity figure for the main hall of Fernwood Village Hall for exercise is 20. You will need to ventilate the hall as much as possible: Windows should be opened and doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible.

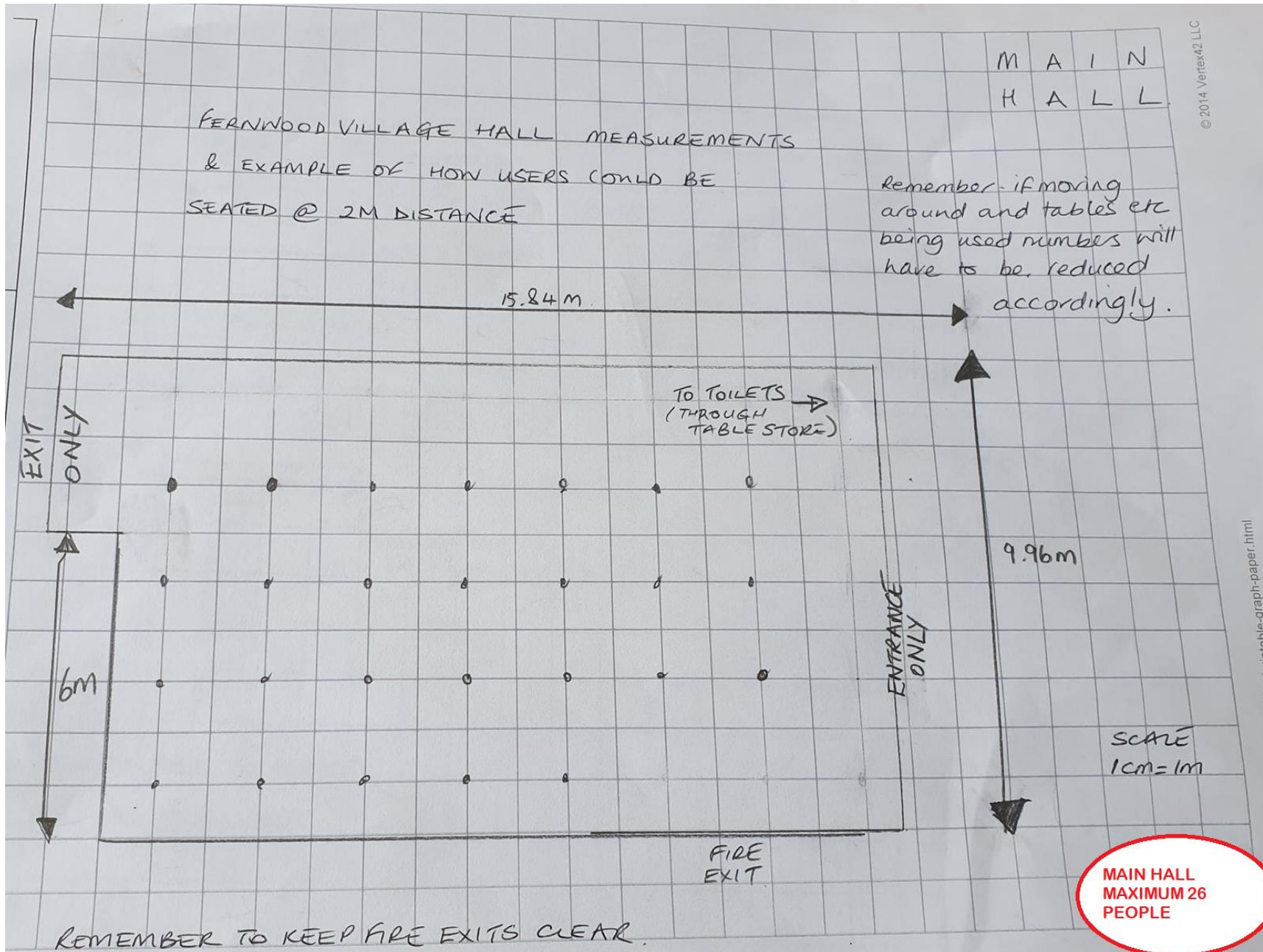
The Maximum Capacity should be reduced below that already reached for social distancing where high intensity exercise activity takes place, activity is not static, equipment is involved, or an instructor needs to move between groups of socially distanced people.

For high intensity exercise (e.g. Zumba) 100% fresh air is required, air should not be recirculated from one space to another. Government guidance states the capacity of 100 sq. ft (9.29 sq. m) net indoor facility space available per person (including changing rooms, toilets, entrance etc.) should be used. The Maximum number for exercise such as this: 16 people.

5. Dance and exercise: Temporary floor markings should be used to define spacing per individual (e.g. chalk)
6. Equipment: People should avoid use of shared objects unless they can be cleaned between users, should bring their own equipment such as mats as far as possible and their own water bottles.

7. Social distancing – users must keep at least 2 metres apart at all times. For high intensity exercise at least 3 metres apart at all times.
8. Parents and spectators: To wait in the car/outside rather than coming inside the village hall. To collect from the fire doors rather than coming into the hall.
9. Instructors running classes or clubs in several venues: The instructor needs to take particular care to avoid risk of transmission from one class or venue to another. In your risk assessment, confirm the steps you are taking to avoid transmission and detail how many facilities you are operating in.
10. Amateur sports clubs: A phased approach to return is recommended in consultation with volunteers, supported by training for volunteers around compliance with COVID-19 Secure guidelines and according to guidance from the governing body. When running activities for children the guidance for out-of-school-settings should also be used:

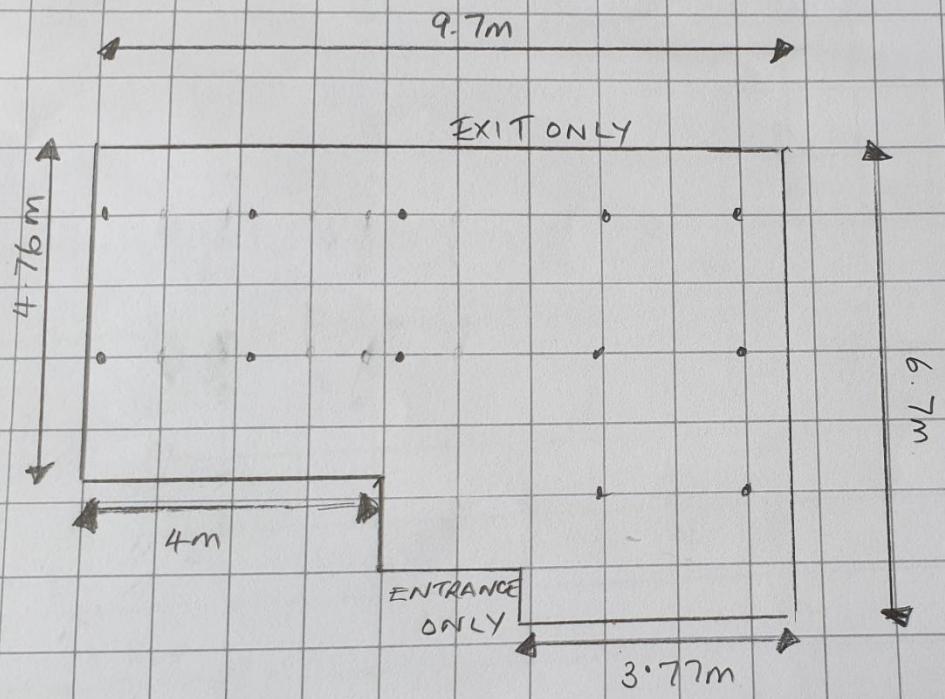
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>



MAIN HALL
MAXIMUM 26
PEOPLE

FERNWOOD VILLAGE HALL MEASUREMENTS
& EXAMPLE OF HOW USERS COULD BE
SEATED @ 2M DISTANCE.

S M A L L
H A L L



Remember if moving
around and tables etc
being used, numbers
will have to be
reduced accordingly.

SCALE
1cm: 1m

**SMALL HALL
MAXIMUM 12
PEOPLE**

REMEMBER TO KEEP
FIRE EXIT CLEAR.