



ROCKBEARE VILLAGE HALL

Special Conditions of Hire with regard to Government Guidance to maintain a Covid-19 secure environment for hall users. August 24th 2020

Rockbeare Village Hall Committee have carried out a Covid-19 Risk Assessment, available to all hall users, and actions relevant to the users have been incorporated into these Special Conditions of Hire. This is to ensure the safety of all our users.

We have produced these Special Hiring Conditions with the help of Devon Communities Together (DCT) and Action with Communities in Rural England (ACRE), to make sure that the hall and our community stay a safe place for all of us in these challenging times.

Groups are asked to carry out their own Covid-19 risk assessment for using the hall and send a copy to either Sara Hardwick or Jane Stocker, the booking secretaries, contact details below.

A sample risk assessment for hirers is available online from ACRE or DCT or the Health and Safety Executive (HSE). Contact details on page 4.

The hall will be cleaned between sessions by our caretaker, and have a deep clean every weekend.

**The maximum permitted number of people in the hall is 12.
This includes children and adults.**

- ~ Please remind everyone likely to attend your session 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 hall they **MUST** tell you and use the Test and Trace system to alert others with whom they have been in contact. Please tell the booking secretaries as soon as possible if this happens.
- ~ We suggest you use your own hand sanitiser before using the key safe.
- ~ Please keep a record and contact details of everyone who attends your session. Explain to your group that this is necessary in case you need to provide details for NHS Test and Trace. Contact details on page 4.

- ~ Please make sure everyone attending your session complies with the current Covid-19 secure guidelines while entering and using the hall. There is hand sanitiser in the lobby, hall and kitchen. Or they can use the hand wash basins in the accessible toilet before entering the hall.
 - ~ People will be expected to have their own face coverings.
 - ~ When you arrive please clean all surfaces likely to be touched by your group such as:
 - door handles
 - light switches
 - toilet handles and seats
 - taps and wash basins
 - the tables and chairs to be used
 - any equipment to be used
- Memo:** do not spray light or electrical switches!
- ~ This will need to be done at the end of the hire as well.
 - ~ Please bring your own cleaning wipes etc
 - ~ There will be disposable cloths and wipes in the kitchen if you forget to bring your own, also extra bin bags if needed.
 - ~ At the end of your hire please collect up all the used bin bags and take them away with you.
 - ~ Please keep the premises well ventilated with doors open if this is possible and convenient.
 - ~ Arrange tables and chairs with social distancing in mind so people sitting opposite each other have 2m between them. Placing tables in a U shape is helpful, as is leaving an empty chair between people sitting side by side.
 - ~ Our small kitchen will be a challenge, and you will need to limit the number of people using it at any one time.
 - ~ If you *do* use the kitchen to make drinks etc. please ensure all crockery and cutlery is washed up in hot soapy water and dried with either paper towels or your own tea towels and put away. There will be no communal tea/coffee/sugar etc in the hall.

~ In the event of someone becoming unwell with Covid-19 symptoms while at the hall, please use the Accessible toilet as the safe area for them. If this happens, your session must end immediately.

- There will be a specific first aid kit in a box in the room containing tissues, plastic aprons, gloves, spare masks and bin bags.
- Any used tissues, paper towels, PPE etc must be disposed of in the bin in the room and then securely double bagged and left in the room once the person has gone home.
- Nominate someone to make sure the sick person can get home safely, or to call an ambulance if necessary.
- The sick person will need to be tested for Covid-19 and if the test is positive, you and your group will need to comply with the current Test and Trace guidelines.
- Please tell the booking secretaries as soon as possible.

~ Additional items to bring with you.

- Cleaning spray and cloth or antibacterial wipes.
- Clean tea towels
- Refreshments if you want them.

We remind you to please be aware that clinically vulnerable members of the community plus the over 70's are more at risk and extra care is advised regarding social distancing, especially in confined spaces, like the lobby and kitchen.

Rockbeare Village Hall Committee have the right to close the hall if there are concerns relating to Covid-19, for example if we need to do an unscheduled deep clean because someone using the hall has developed Covid-19 symptoms or if it is reported that the Special Hiring Conditions are not being complied with, whether by you or other users, or in the event that public buildings have to close again. If this is necessary we will do our best to inform you promptly and you will not be charged for cancelled hires.

Please get in touch with us if you have any questions or need help with your risk assessment.

Delia Myers : bizzidee@hotmail.co.uk 01404 822411
Chair Rockbeare Village Hall Management Committee

Sara Hardwick: sarahardwick101@googlemail.com 07887642710
Jane Stocker : jinnyjellybean@gmail.com 01404 821912
Joint Booking Secretaries.

Contact details.

DCT : Coronavirus helpline : 0808 1963390
devoncommunities.org.uk

ACRE : acre.org.uk

HSE : <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

NHS Test and Trace : <https://www.gov.uk/get-coronavirus-test>
phone : 119 Lines open 7am and 11pm