

## **Covid 19 Notice for Hirers**

These conditions are supplemental to, not a replacement for, St Andrew's Church 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 our spaces, as shown on the attached poster which is also displayed at the hall's 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 will be provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as practicable.

SC6: You will ensure that attendee numbers are agreed prior to your event, in order that overcrowding will be avoided.

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 allowing them extra space when going in and out of rooms and ensuring they can access the toilets or other confined areas without unnecessary close contact.

SC8: You will remind attendees that our QR code remains active and that we also have a GDPR compliant manual alternative for those who wish to leave their contact details.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, to be placed in the rubbish bins provided.

SC10: 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.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should either ensure they are in a safe isolated area, or remove them to a safe area, whilst alerting the hall manager, or the Church Wardens of the situation. 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 hall manager on 01304 381462 or email [rita.hewitt20@gmail.com](mailto:rita.hewitt20@gmail.com).

SC12: In order to avoid the risk of aerosol or droplet transmission, your group members must be at least 1 metre from each other. If this is not possible, the wearing of a mask should be advised.

SC13: Other special points as appropriate.

Where a sports, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity e.g. you will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, and as far as possible you will ensure that any equipment you provide is cleaned before use and after use.

SC 14: You will encourage all those attending your activity to consider wearing a face covering when appropriate, unless an exemption or other government guidance applies to the activity.

