**Fiskerton Village Hall Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to and not a replacement for the hall’s ordinary conditions of hire.**

**Note:** This version captures additional advice from ACRE following the announcement on 19 July 2021, lifting of all restrictions.

Previous versions can be found at <http://fiskerton-lincs.org.uk/the-village/village-hall/hall-bookings/> .

The Fiskerton Village Hall Management Committee have made every attempt to re-open the hall in a safe and controlled manner. Throughout we have followed the advice and guidance provided by ACRE (Action with Communities in Rural England), throughout this document references in square brackets *[ ]* refer to the relevant paragraph in either the ACRE guidance notes or our own COVID risk assessment (RA), a copy of both is available either in the hall or from our website.

Hirers should always comply with guidance from their governing body if one exists *[ACRE 2.8].* If advice from a governing body conflicts with the conditions in this hire agreement please contact the booking secretary.

**The Health Protection Regulations have continually put all the onus of risk assessment, compliance with social distancing and the wearing of facemasks on the organiser of the meeting or event and on the participants. If either of these feel they cannot remain within the guidance for their particular activity it is their responsibility not to book the hall for this activity or not to participate in it.**

**Ultimately the safety of attendees to a function, event or activity lies with the organiser of that event who has signed as the hirer of the hall.**

1. SAFETY
	1. In the event of an emergency, it is important to prioritise safety over any COVID secure guidance.
	2. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should carry out the following actions *[ACRE 2.10, RA1]*;
* Evacuate the Lounge (This will become the isolation area).
* Close all windows and doors in the lounge.
* Seat the person in the Lounge, it is acceptable for somebody to stay with them and PPE is provided in the first aid box.
* Provide tissues and a plastic bin bag and a bowl of warm soapy water for handwashing.
* Ask others in your group and anyone else in the hall to provide contact details, if you do not already have them and then to leave the premises, observing the usual hand sanitising and social distancing precautions.
* Advise everyone to launder their clothes when they arrive home.
* Allow the symptomatic person to return home once anyone else has left.
* Any cleaning materials and PPE used should also be placed in the plastic bag, tie the top of the bag and leave it in the Lounge.
* Wash your own hands thoroughly, secure the hall and leave.
* Inform the hall management on 07510 281 232 immediately.
* The hall will then remain closed for 72 hours and be thoroughly cleaned before being re-opened.
	1. The Fiskerton Village Hall is a COVID secure venue. To maintain this status you, the hirer, are requested to ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines, as shown below, in particular using the hand sanitiser supplied when entering the hall and after using toilets.
* **Minimise contact with individuals who are unwell**: **Nobody** should attend the premises if they have symptoms, have experienced symptoms in the last 7 days or are self-isolating due to symptoms in their household.
* **Clean your hands often**: Sanitiser is provided at entry and exit points, sanitiser and/or running water, soap and paper towels are provided in toilets and kitchens.
* **Respiratory hygiene:** Avoid touching mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
* **Regular cleaning of surfaces that are touched frequently**: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
* **Maintain social distancing where possible:** While the strict 2m social distancing requirements were removed at Step 4, the advice that “people should act carefully and proportionally to manage risk to themselves and others” still needs to be considered.
1. SOCIAL DISTANCING
	1. Reducing risk of transmission remains essential. Government Guidance on safe opening of community facilities previously advised that “owners and operators should identify an advisory limit on the maximum number of users able to use the community facility”. While the strict 2m social distancing requirements were removed at Step 4, the advice that “people should act carefully and proportionally to manage risk to themselves and others” needs to be borne in mind.
	2. **Pinch Points**. Throughout the hall pinch points are highlighted by posters providing advisory numbers of people for each area. Hirers and guests are requested to follow these where possible.
2. face coverings
	1. Face coverings are no longer required inside village and community halls, however we advise and encourage their continued use in confined spaces and where more vulnerable people are likely to be present .
3. nhs test and trace
	1. All groups are encouraged to assist NHS Test and Trace by having a system for keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks). Alternatively, attendees can check in using the NHS Track and Trace App and the QR code on the front door.
4. USAGE
	1. All restrictions on attendance capacity have been removed. Please discuss your particular requirements with the booking secretary.
	2. Hirers are encouraged to consider as to whether any people attending your activity are clinically vulnerable or potentially anxious about re-joining community activities and to manage your event accordingly.
	3. You are encouraged to keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. If required the external fire exits may be opened to increase ventilation *[ACRE 2.5f, RA6].* You will be responsible for ensuring they are all securely closed on leaving.
5. CLEANING / WASTE
	1. All surfaces which are frequently touched should continue to be cleaned regularly using standard cleaning products
	2. You are requested to clean the items listed below **before** your event begins, regularly **during** your hire, and again **after** your event using your own ordinary domestic products which display that they are affective against bacteria and viruses.Pay particular attention to hand wash basins and kitchen sinks (if used).
* door handles,
* light switches,
* window catches,
* tables,
* chairs, hard surfaces only ie. vinyl covered seats and metal legs
* equipment brought into the hall,
* toilet handles and seats,
* hand wash basins
* kitchen sinks (if used)
* kitchen utensils and crockery (if used)
* all surfaces which are likely to be used during your period of hire
	1. **NOTE**: Please take care cleaning electrical equipment. Use cloths - do not spray!
	2. After each cleaning activity please complete the register in the COVID Information folder on the kitchen worktop.
1. risk assessment
	1. All hirers are advised to prepare a COVID risk assessment which should address, as a minimum, the below points. We no longer need to see your risk assessment.
* How you will control the wearing of face coverings.
* How you will enforce social distancing.
* How you will prevent groups greater than 6 and how you will prevent groups from mingling.
* How you will collect attendees contact details for use by NHS track and trace.
1. CLOSURE
	1. We 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 cleaning 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 cancelled booking.