

APPENDIX A

Special conditions of hire during Covid-19 – July 2020

These conditions supplement, do not replace the OBVH Terms and Conditions Oct 2019

Conditions of Hire

The Hirer:

(i) will be responsible for ensuring those attending activity or event comply with the **Old Buckenham Village Hall COVID-19 Secure Guidelines** while entering and occupying the hall, given to hirers and displayed in the hall.

(ii) to undertake to comply with the actions identified in the hall's risk assessment, of which each hirer has been provided with a copy, and producing a Covid-19 risk assessment specific to activity/event.

Responsibilities of the Hirer

The hirer will be responsible for:

(i) making sure that everyone likely attend to the 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.

(ii) making sure that no more than number advised by Government and ACRE recommend people attend the activity/event, **30 people in the main hall 12 people in the memorial hall in total from Sept 1st until further notice**, in order that social distancing can be maintained.

(iii) to not allow anyone into parts of the hall/s that OBMH committee had not reopened except in the case of fire.

(iv) having a plan to deal with if more than permitted numbers arrive at an activity /event.

(v) follow government guidelines about live performances in the hall.

(vi) ensuring that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within 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.

(vii) taking 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.

(viii) position furniture or the arrangement of the room as far as possible to facilitate people seating side by side and allow for social distancing.

(ix) following the cleaning protocols given in **Old Buckenham Village Hall COVID-19 Secure Guidelines** e.g. be responsible for cleaning all surfaces likely to be used during your period of hire and once again when leaving the premises.

(x) keeping the premises well ventilated throughout the hire period, with windows and doors open as far as possible and for ensuring they are all securely closed on leaving.

(xi) keeping a record of the name and contact details of all those that attend the event for a period of three weeks and to provide details to NHS Tract and Trace if required.

(xii) following the **OBVH Critical Incident Procedure** if someone is suspected of having Covid-19 symptoms while at the hall the OBVH Critical Covid-19 incident procedure and guidance should be followed.

Responsibilities of OBVHMC

OBVHMC will be responsible for:

- (i) carrying out the Covid risk assessments in accordance with Government and ACRE guidelines and providing copies to hirers. The risk assessment will be reviewed and updated as required.
- (ii) producing Covid-19 Secure Guidelines for use the of OBVH and providing copies for hirers and displaying in the hall.
- (iii) managing bookings to allow time so that groups do not overlap during arrival and departure, hirers have time to clean prior to and after bookings and time for the ventilation of the hall between groups.
- (iv) ensuring the hall is cleaned by hall staff/volunteers on a regular basis and in accordance guidelines issues by the Government and ACRE.
- (v) closing the hall if there are any safety concerns relating to Covid-19 e.g. if someone who has attended the hall has developed Covid-19 like symptoms or if public building are asked to or required to close again.