

# Asby Village Hall

## Supplementary Conditions of Hire (COVID-19)

**This document presents some additional conditions of hire which have been brought into force in order that (from 3 September 2020) Asby Village Hall may reopen for selected events and activities. They are in addition to, and do not replace, the “General Conditions of Hire”.<sup>1</sup>**

### **SC01 COVID-19 Secure Guidelines**

- 1.1 You, the hirer, are responsible for ensuring those attending your activity or event comply with COVID-19 Secure guidelines when entering and occupying the hall. These are outlined on a poster (shown as an Appendix here) displayed in the hall. They are detailed in these supplementary conditions.
- 1.2 Everyone attending your event must comply with current social distancing guidance whilst in the hall and whilst entering/exiting.
- 1.3 Everyone attending your event must make use of the supplied hand sanitiser upon first entering the hall and, as appropriate, throughout your event.
- 1.4 As part of making the hall a COVID-19 Secure environment the village hall committee has produced a Supplementary Risk Assessment.<sup>[1]</sup> with which you should comply. In addition, you are advised to carry out any additional risk assessment specific to your activity or event. A sample risk assessment for hirers is available.<sup>[1]</sup>
- 1.5 In order to mitigate the risk of coronavirus transmission, please try to maintain as much ventilation in the hall as is comfortable. This could include keeping internal doors open as well as some windows.

### **SC02 Permitted Events**

- 2.1 Only activities permitted by current government guidance should take place in the hall. Should this guidance alter between a booking being taken and the event itself then it may need to be cancelled.
- 2.2 At present the hall is only available to local regular users groups. As far as possible we will attempt to maintain 72 hours between usages. A calendar of hall bookings is publicly available on our website.<sup>[1]</sup>
- 2.3 No bookings are currently being taken for one-off events (for example parties, wedding receptions etc.)
- 2.4 In order to mitigate the risk of coronavirus transmission, you must take steps to avoid people needing to unduly raise their voices (for example due to the playing of loud music).

### **SC03 Hygiene**

- 3.1 Everyone attending needs to remain circumspect about personal hygiene. As well as hand sanitiser being available at various points in the hall, soap and paper towels are provided in the toilet. The maxim “Catch It, Bin It, Kill It” must be followed and tissues disposed of in the bins provided.
- 3.2 Toilets – only the disabled toilet will remain open. Attention to social distancing will be important should a queue develop for this facility. Anyone using the toilet must use the hand sanitiser before entering; they must also use the soap and paper towels provided before leaving the toilet.
- 3.2 Cleaning #1:  
The hall will be cleaned by a professional cleaner on a regular basis and should have been cleaned before you arrive.

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<sup>1</sup> Copies of these documents may be found on our website (<https://asbyparish.org.uk/village-hall/>)

- 3.3 **Cleaning #2:**  
You will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, light switches) using either the products supplied or your own ordinary domestic products.. Please take care cleaning electrical equipment. Use cloths - do not spray!"
- 3.4 **Cleaning #3:**  
The metal parts of any chairs you use should be cleaned at the end of your event and the chairs stacked (no more than 4 high) on the stage. They will remain there, in quarantine, for a minimum of 72 hours. Please ensure you place the 'Quarantine' sign with the chairs indicating when they were last used.
- 3.5 **Cleaning #4:**  
You are responsible for cleaning any equipment brought into the hall to facilitate your event. Similarly, any equipment taken from the hall's storage cupboards must be cleaned before and after your event. In order to mitigate the risk of coronavirus transmission you should try to ensure that this equipment is handled by a minimum number of people.

#### **SC04 Hall Seating Capacity and Social Distancing**

- 4.1 There must be no more than 30 people attending your event, including any speakers.
- 4.2 Where those attending your event are to be seated, you must devise an appropriate socially distanced seating plan. If requested, a copy of this plan must be provided to the Booking Secretary.
- 4.3 Where attendees are not seated (for example in an exercise session) 2 metre social distancing must be observed.
- 4.4 You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or those likely to be clinically more vulnerable to COVID-19. For some people, passing another person in a confined space is less risky, but for older people that should still be avoided.

#### **SC05 Attendance Records and NHS Test & Trace**

- 5.1 You must keep a record of the name and telephone number of all those attending your event. A stock of [suitable forms](#) can be found in the Supper Room.
- 5.2 After your event, you should retain your attendance record in a secure place for a period of 21 days in case it is required by NHS Test & Trace.

#### **SC06 Kitchen and Bar**

- 6.1 The kitchen and bar areas will remain out-of-bounds.
- 6.2 Only one designated person from your group is allowed to access this area, and only for the purposes of attending to the heating controls and PA system.
- 6.3 Please take extra care to ensure that the heating, and PA system, are switched off before leaving, and all items and surfaces that you have been in contact with have been cleaned (e.g. heating controls).

#### **SC07 Food and Drink**

- 7.1 No food or drink is to be prepared on the premises.
- 7.2 Event attendees may bring in food and drink for their own personal consumption. They must also bring with them whatever utensils are required for its consumption (including cups, plates, glasses, and cutlery).
- 7.3 ALL remaining food and drink, all utensils, and any associated rubbish must be removed from the premises at the end of the event.

## SC08 Face Coverings

- 8.1 Legislation currently requires everyone to wear a face covering when entering and whilst in a village hall.<sup>2</sup> Currently there are a few activities exempt from this rule. Some of these are noted below.
- 8.2 Exception #1 – you are not required to use a face covering whilst “undertaking exercise or an activity and it would negatively impact your ability to do so”.
- 8.3 Exception #2 -  
When you are seated in the main hall, in a manner compliant with social distancing guidelines, you may remove your face covering in order to eat or drink. You must however put your face covering back on once you leave your seat.

## SC09 Waste Disposal

- 9.1 In addition to any rubbish generated under SC07, you are responsible for the disposal of all rubbish created, including used tissues and cleaning cloths. Remember also to clear any rubbish from the disabled toilet.

## SC10 Acquired COVID-19 Infection

- 10.1 In the event of someone becoming unwell with suspected COVID-19 while at the hall they must either return home immediately or be removed to the designated safe area, which is in the Supper Room. If remaining in the safe area then provide tissues and a bin or plastic bag, plus a bowl of warm soapy water for handwashing. Anyone attending the patient should make use of the PPE (plastic apron, face mask, and gloves) provided for this purpose in the First Aid kit which is located in the Supper Room.
- 10.2 If someone develops COVID-19 symptoms whilst, or within 7 days of, attending your event he/she MUST get a COVID-19 Antigen test immediately. They, or you (the event organiser) should also contact the Bookings Secretary (Geoff Johnson) so that use of the hall can be suspended. Should the test prove positive then NHS Test and Trace will contact you for details of everyone attending the event.  
**Whatever the result, the person in question, or you, should again contact the Bookings Secretary so that the appropriate action may be taken.**

## SC11 Temporary Closure of the Hall

- 11.1 The village hall committee may take action to temporarily close the hall and cancel/reschedule future bookings should the events described in SC10 occur. In such circumstances a thorough professional cleaning of the hall will be arranged before any further activity may take place.
- 11.2 The village hall committee also reserves the right to close the hall if there are any safety concerns relating to COVID-19, for example if it is reported that these supplementary conditions of hire are not being followed, or in the event that public buildings are again requested or required to close.
- 11.3 Should a temporary closure of the hall become necessary we will do our best to inform you promptly. In any event, a notice to that effect will be posted on the village hall website.

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<sup>2</sup> Certain individuals are nevertheless exempt from wearing a face covering, including children under the age of 11, people who cannot do so because of physical or mental impairment or disability, and those assisting someone who relies upon lip reading.

# Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19



You must NOT enter if you, or anyone in your household has COVID-19 symptoms.



If you develop COVID-19 symptoms within the next 7 days – get a test immediately!



Maintain 2 metres social distancing as far as possible.



Use the hand sanitiser provided.



“Catch It, Bin It, Kill It”.



Wear a Face Covering.



Try to keep the hall well ventilated.  
Close doors and windows on leaving.