

## PRISTON VILLAGE HALL: COVID-19 CONDITIONS OF HIRE

**Covid 19 Guidelines:** You, the Hirer, will be responsible for ensuring that all those attending your event comply with the attached 'HELP KEEP THIS HALL COVID-19 SECURE' Guidelines displayed in the hall entrance.

**Risk Assessment:** You, and all attendees, must comply with the *Priston Village Hall Covid-19 Risk Assessment*. Be especially careful when attendees are likely to be more vulnerable to Covid-19 due to their age or condition. Prepare your own Risk Assessment and, if appropriate, check with your insurers for your event. Alternatively, a *Covid-19 Example Risk Assessment for Hirers of Priston Village Hall* is provided, which you may choose to use, but it is your responsibility to ensure this is appropriate for your event. The Booking Manager will need to see a signed Risk Assessment before the hire event.

**Cleaning:** Clean surfaces, door handles, light switches, equipment and facilities before your event starts using your own spray disinfectant and cloths. Wipe but do not spray electrical equipment. Do not allow your attendees to share equipment. Please record your cleaning in the Cleaning Log provided in the kitchen. Encourage attendees to use the hand sanitisers provided, on entering and leaving the hall.

**Contact details:** QR codes are displayed throughout the Village Hall. These are available for attendees who may wish to check in on a voluntary basis using the Covid-19 App.

**Social Distancing:** Government advises that social distancing and wearing a face-covering is now a personal choice, but caution should continue to be exercised. The Government expects and recommends that face-coverings are worn in crowded enclosed areas, so take this into account if the hall is expected to become crowded. Minimise and control the use of the kitchen and toilets – avoid the kitchen becoming crowded, and ensure only one person is allowed in the men's urinal and two in the ladies' lavatory area at any one time. Utilise outdoor space and maximise ventilation by opening the doors where practicable.

**Catering:** If food or drink is provided, avoid the sharing of utensils, crowding in the kitchen, and congestion in queues. Supply your own tea towels and wash any used cutlery and plates in hot soapy water. At the end of the event please remove the bags from all the bins in the hall, the toilets and the kitchen and place the sealed bags in the dustbins in the car park. Please take home recyclable glass, plastic and cardboard and any large bags of general waste.

**Illness:** Advise users that they must not attend if they are unwell or have tested positive for Covid-19. In the event of someone becoming unwell with suspected Covid-19 while at the Hall take them to a safe area of the car park and ensure they can get home. Follow the instructions in the First Aid Box in the kitchen. Ask attendees to wash their clothes when they return home. Close the hall and contact the Booking Manager on 01761471308.

**Hall Closure:** If there are any specific Covid-19 safety concerns or any failure to comply with these Covid-19 Conditions of Hire the hall will be closed. All bookings are subject to prevailing Government guidance and legal requirements, which may change at any time.