

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. Masks must be worn while in the hall unless eating, drinking or undertaking allowed exercise or when otherwise not required for reasons permitted by law. The number of people allowed in the hall depends on the activity and the ratio of family groupings and individuals but should not exceed 30. Individual groups must be limited in size (eg rule of 6/two households) and socially distanced according to prevailing Government guidance. The permitted limit for exercise activities is 8 plus leader.

Risk Assessment: You, and all attendees, must comply with the Hall Risk Assessment especially in the wearing of masks and the use of hand sanitiser when entering the hall and after using tissues. 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. The Booking Manager will need to see a signed Risk Assessment before the hire event.

Cleaning: Use plastic gloves when moving furniture. 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.

Contact details: Please retain, for three weeks, a dated record of the contact details of your attendees. Ensure that nobody attends your event who has had Covid-19 symptoms in their household in the last 7 days and if they develop symptoms within 7 days of the event they must use the Test, Track and Trace system with the contact details from your records.

Social Distancing: Maintain correct social distancing before, during and at the end of the event by restricting the numbers attending to the agreed limit, limiting size of individual groups and inter-group distance, and by using different doors to enter and exit the building. Minimise and control the use of the kitchen and toilets with only 3 people allowed in the kitchen and 1 person a time in each toilet area. Maximise ventilation by opening the doors.

Catering: If minimal food or drink is required encourage attendees to bring or make their own limiting the numbers in the kitchen to 3. If you wish to offer catering ensure service is at the table only. 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 you have used and place the sealed bags in the dustbins in the car park.

Illness: 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.