

## HIRING TRENT MEMORIAL HALL – KEY POINTS FOR HIRERS

**In order to keep everyone as safe as possible during the Covid pandemic, the Special Conditions of Hire must be observed. There are several key points to remember:**

- ❖ Numbers using the Hall must be limited: no more than 30 people in the main Hall and 10 in the Meeting Room. Follow the one-way system to move through the building. Ensure as few people as possible gather in confined areas, eg lobby and toilets.
- ❖ Hands must be cleaned when entering or leaving the building and regularly whilst there. Use hand sanitiser or soapy water.
- ❖ Open doors and windows where possible to increase ventilation and ensure they are closed when you leave.
- ❖ Although the hall is cleaned regularly, it cannot be cleaned after each hire. Do not assume that surfaces and contents are clean when you arrive. Chairs, tables, light switches, door and window handles must be cleaned before and after use. You are responsible for making sure the Hall is clean and safe for your group.
- ❖ Bring your own food and drinks wherever possible. Clean or wash any items used in the kitchen, including crockery and cutlery in hot, soapy water. Bring your own tea towels, towels and tablecloths.

THANK YOU!

## **Special Conditions of Hire during pandemic to keep people safe**

*Note: These conditions need to be read in conjunction with the hall's ordinary conditions of hire. They do not replace them.*

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the Covid-19 Secure Guidelines while entering and occupying the hall, as shown on the poster at the end of this document. That poster is also displayed at the hall entrance. In particular, hall visitors must use the hand sanitiser supplied when entering and leaving the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, a copy of which will be provided to you.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash basins and kitchen sinks (if used), using either the products supplied (which will be available in the kitchen and main lobby area) or your own domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment - use cloths and do not spray. If you draw or open the curtains, please wear disposable gloves and discourage others from drawing or opening them.

SC4: You will make sure that everyone likely to attend your 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 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the NHS Track and Trace system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 30 people attend your activity/event in the hall, with no more than 10 people in the adjoining Meeting Room, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

SC7: You will take 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present.

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For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will arrange the room or position furniture as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups and where possible to minimise seating people from different households face-to-face.

SC9: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required. (People are not obliged to provide details).

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, and whether inside or outside the building. Please dispose of any rubbish in the bins provided in the lobby area and/or kitchen before you leave the hall. Alternatively, take all rubbish away with you when you leave.

SC11: You will encourage users to bring their own food and drinks. However, if food or drinks are made and served, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and cleaning cloths.

SC12: We will have the right to refuse a booking or 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 cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or 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 this hire. We will not hire the meeting room to a different group at the same time as the main Hall.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [the meeting room]. We will provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Hall Secretary on 01935-851753.

SC14: Events with more than 30 people can only take place if no more than 30 are in the main Hall at any one time; of the others present, 10 can use the Meeting Room and any additional people will need to be outside. With such events you will take additional steps to ensure safety in relation to Covid-19, for example by operating a booking system or providing volunteers who will ask people to seat themselves furthest from the entrance on

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arrival and to exit closest to the exits first and invite people to observe distancing measures when using the toilets.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Where a group uses their own equipment, you will either (a) ask those attending to bring and remove their own equipment and not share it or (b) bring all the necessary equipment yourself and take it away for cleaning or (c) avoid – as far as possible - using any equipment which is difficult to clean.

Trent Memorial Hall Management Committee

August 2020

# Coronavirus (COVID19)

## Please follow these rules



### Social Distancing

Please keep a distance of **2 Metres** apart (6ft)



### Hand Washing

Wash your hands with soap and water often - do this for at least **20 seconds**

*Use hand sanitizer gel if soap and water are not available*



### Coughs & Sneezes

Cover your mouth and nose with a tissue or your sleeve (*not your hands*) when you cough or sneeze

Put used tissues in the bin immediately and wash your hands afterwards



### Don't

Do not touch your eyes, nose or mouth if your hands are not clean