

Conditions of hire—COVID-19 addendum

JOHN CUMBER HALL

Thursday 17th September 2020

1 Introduction

- 1.1 This addendum to the Conditions of Hire applies to the reopening of the John Cumber Hall during the COVID-19 pandemic. It is based on the guidance issued by the government. However, it does not replace the government's advice. Where there is any conflict, hirers must abide by the government's advice, which supersedes this addendum.
- 1.2 The council has completed a risk assessment as per the government's recommendation.
- 1.3 The council will display a copy of this document in the John Cumber Hall.
- 1.4 Hirers must sign the Hire Application Form and this addendum to the Conditions of Hire.

2 Cleaning

- 2.1 The hall will be cleaned after every hire period. Special attention will be given to the toilet areas and high-contact surfaces such as
 - a door handles
 - b window handles
 - c light switches
 - d taps
 - e bins
 - f tabletops.
- 2.2 The council will display a cleaning log, showing when the hall was last cleaned.
- 2.3 Hirers will be required to clean any of the hall's equipment they use at the end of the hire period using disinfectant. This must be provided by the hirer.
- 2.4 The council may apply an additional charge to cover the cost of extra cleaning between hire periods.

3 Waste

- 3.1 Hirers will be required to place any litter in a black sack, tie the handles and place in the outside bin at the end of the hire period. Black sacks will be provided in the kitchen.

4 Hand hygiene

- 4.1 There are two hand sanitiser dispensers: one in the entrance area, one in the hall near the entrance to the toilets. The cleaner will monitor these to ensure they are supplied. The office will order more sanitiser as required.
- 4.2 Soap is provided by the kitchen and toilet sinks.
- 4.3 The council will display posters to remind people of good hand hygiene.

5 Capacity and social distancing

- 5.1 The maximum capacity of the hall is **twelve**, inclusive of leaders, teachers, parents, etc. This is based on a two-metre distance between persons and accounting for the limited space around the entrance, toilet and kitchen areas. However, hirers must abide by the government's advice if this restricts indoor gatherings to fewer than twelve persons.
- 5.2 The hirers may use both the front and side entrances to create a one-way system, if required.
- 5.3 The council will ensure the hall is vacant between hire periods for a duration that allows the cleaner to clean the premises.

6 Face coverings

- 6.1 Hirers will be required to wear face coverings for the duration of the hire period, unless individuals are exempt from wearing them. The office will display suitable posters.

7 Employee's safety

- 7.1 The council will ask the cleaner only to enter the hall when it is empty.
- 7.2 The cleaner will wear suitable PPE.
- 7.3 The cleaner will let the council know if she experiences any symptoms of COVID-19 or any other illness which may compromise her immunity.

8 Hire activities

- 8.1 Due to the size of the hall and the further restriction on capacity if the users are moving, activities such as dance and fitness will be subject to a reduced maximum capacity. This will be determined as part of the hirer's risk assessment.

9 Hirers' responsibilities

- 9.1 Hirers **must** abide by the government's guidance. The council and the John Cumber Hall will take no responsibility for any damage or loss due to hirers not abiding by the government's guidance.
- 9.2 Hirers will be required to keep records of users' contact details and their attendance at the hall for 21 days and provide the data to NHS Test and Trace if needed.
- 9.3 Hirers will be required to inform users of the hall to stay at home if they exhibit any symptoms of COVID-19.
- 9.4 Hirers will be encouraged to perform their own risk assessment of their activities. The council will provide them with ACRE's template if required.
- 9.5 Hirers will be encouraged to keep windows and doors open for ventilation.
- 9.6 Hirers will be required to clean any of the hall's equipment they use before the end of the hire period. Hirers will ensure their agreed hire period includes time to clean.

I agree to abide by the terms of this addendum

Signed

Date

Position

Mobile telephone

Email

On behalf of Theale Parish Council

Signed

Date

Position