

COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS

www.colneyheathvillagehall.com



SPECIAL CONDITIONS OF HIRE DURING COVID-19 MAIN HALL

date	version		Author
25 June 2020	1.0	Cleaning dilution amended on Cleaning checklist	John Clemow
5 July 2020	1.2	Update following ACRE/CDA guidance received 2 nd July	John Clemow

Governing principle

The management of the Colney Heath Village Hall (“CHVH”) wishes to see the Hall return to activity for the benefit of our community, and to return to covering our operating expenses to ensure the Hall remains available for the community in future. Nevertheless, we take risk of Covid-19 to health very seriously and treat this as our first and over-riding priority.

Maintaining a “Covid-19 Secure” facility requires both management and hirers to work together carefully and seriously through this unprecedented time.

In making a making a booking the Hirer agrees to comply with these conditions. These conditions are supplemental to, not a replacement for, your Regular Hirer Agreement.

1 Before booking

Consider your event plan including

- communications to invitees/attendees,
- how you will arrange access and your activity to maintain the social distancing measure specified by the authorities (note that the measure is likely to be changed in response to the infection rate from time to time).
- responsibilities for the various required actions (e.g. set up, monitoring access, cleaning).

Please feel free to consult with the CHVH Secretary who will be gathering the experiences and learning of various hirers.

2 Suspension

The CHVH will have the right 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 by 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 any cancellations.

3 Comply with CHVH risk assessment

You undertake to comply with the actions identified in the CHVH risk assessment, a copy of which has been provided to you.

4 Before the event starts

You will make sure that everyone likely to attend your activity or event understands that

- a. **THEY MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and
- b. that if they develop symptoms within 7 days of visiting the premises
 - i. **they MUST use** the Test, Track and Trace system to alert others with whom they have been in contact.
 - ii. **they must immediately notify the CHVH**

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John Clemow 07803 313 525

or

Pam Fox 07561 162 855

or

Gerry Savage 07742 635 901

You will make a register of everyone present at your event with at least one of the following : phone number, e-mail address, physical address and retain this information for 21 days after the event

5 If someone has symptoms

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall

- a. access the C-19 first aid pack in the kitchen for PPE etc
- b. remove the person to the designated safe area which is the disabled WC off the side lobby and arranged for them to be safely removed from the Hall.
- c. Provide a bowl of warm soapy water for handwashing.
- d. confirm their contact details and the contact details for everyone who attended, 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.
- e. **Immediately inform the CHVH** using the contact details in clause 4 above

6 Limiting the number of attendees

From 4th July the maximum permitted capacity of the main hall is 33 people.

You will ensure that you limit the number of people attending your activity/event in order that social distancing can be maintained. Consider how you will use the hall and position furniture to allowing space to enter and exit, and for circulation to various spaces

7 Entering the Hall

You 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 Notice which is displayed on the external notice board and in the entrances to the hall, in particular using the hand sanitiser supplied when entering the hall and after using paper hand towels.

8 Social distancing

You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes a one-way circulation system within the premises (if your activity plan considers this necessary), and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

You will make sure that no more than one person uses the lavatories at any one time.

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 the required 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.

You should position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, rather than face to face. If tables are being used, you should place them so as to maintain the specified social distance across the table between people who are face to face e.g. using a wide U-shape.



Face coverings

Face coverings do not replace social distancing but should be used for a limited activity of short duration where social distancing is not possible e.g. people working in pairs setting up tables. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and maintain social distancing. If users of the space choose to wear one, it is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.

9 Ventilation during use

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as possible while maintaining security as necessary. You will be responsible for ensuring they are all securely closed before leaving.

10 Food and drink

Users should bring their own drinks and food, and utensils as necessary.

If drinks or food are provided by you and any utensils in the hall are used, you must ensure that all items are washed in hot soapy water, rinsed in hot water, dried and stowed away.

You will bring your own clean tea towels and washing up cloths to reduce risk of contamination between hirers, and take them away. CHVH will provide washing up liquid.

11 Cleaning and disinfecting

Take time to observe the contact made with surfaces and items during your hire session.

The Hall will normally be cleaned by the CHVH management on Tuesday and Friday afternoons, and on Mondays if there are bookings on the Saturday or Sunday after Saturday lunchtime.

Otherwise the hall will be cleaned by the previous hirer before you start in compliance with these Special Conditions of Hire during COVID-19. **The CHVH will rely on compliance by hirers and their attendees. If you are concerned about any aspect in the condition of the premises (you should make a photographic record if possible) you must carry out your own cleaning before you start.**

Report any unsatisfactory condition immediately to the CHVH – contacts as noted in clause 4 above.

Before locking up, you will be responsible for cleaning and disinfecting all surfaces likely to have been touched or used during your period of hire, and floors - paying particular attention if where body/fluids (seat-blood etc) contact may have occurred.

Cleaning materials and products must be supplied by you.

Use “Domestos Thick Bleach Original” as per the checklist attached. Advise the CHVH if you propose to use an alternative product. Use disposable gloves when cleaning.

Paper towels used for cleaning must be bagged and taken away by you for disposal. Cloths used for cleaning must be bagged and taken away by you for disposal or washing at 60°C or higher if to be re-used.

Take care cleaning electrical items - use lightly dampened cloths; do not use a spray dispenser.

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- 12 Waste disposal**
You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in rubbish bags supplied by you before you leave the hall.
- 13 Cleaning Checklist**
At the **end of each hire session** you must complete and sign the Cleaning Checklist and leave this in the wallet on the notice board to the left of the kitchen door. Blank copies of the Cleaning Checklist and the standard "Exit checklist" will be available in a wallet in the same location.
- 14 Hirer particular conditions**
[To be added as required]
- 15 Feedback**
Please provide feedback to the CHVH (call John Clemow 07803 313 525 or e-mail jackclemow@gmail.com) on your experiences and learning in your use of the hall to assist the CHVH in developing advice and assistance to hirers.

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CLEANING CHECKLIST		HIRER.....	Date of hire.....
Methods		Using Domestos diluted with clean water	
M1		25ml per litre with clean cloth or spray, wipe dry with clean cloth or paper	
M2		25ml per litre with clean cloth, wipe dry with clean cloth or paper	
M3		350ml per litre with clean cloth or spray, leave to dry	
M4		Sweep and Hoover	
M5		25ml per litre, mopped – remove disposable head and discard	
MAIN HALL AND KITCHEN	METHOD	Tick (for done) or NU (for not used)	notes
ENTRANCE LOBBY			
Door handles	M1		
Light switch	M1		
Floor mat	M4		
MAIN HALL			
Tables	M1		
Chairs	M1		
Windowsills	M1		
Door handles	M1		
Window handles	M1		
Floor	M4		
Floor if contact / spillage	M4 +M1		
Waste bins	M1		
Light switches	M2		
MALE TOILET			
Basin, tap and surround	M1		
Soap dispensers	M1		
Both sides of toilet seat	M3		
Toilet bowls and flush handles	M1		
Urinal	M1		
Door handles	M1		
Floor	M5		
FEMALE TOILET			
Basins, taps, surround	M1		
Soap dispensers	M1		
Both sides of toilet seat	M3		
Toilet bowls and flush handles	M1		
Door handles	M1		
Floor	M5		
KITCHEN			
All Surfaces	M1		
Door handles	M1		
Window handles	M1		
Light switches	M2		
Kettle	M2		
Toaster	M2		
Sinks and Taps	M1		
Microwave	M2		
Floor	M5		
SIDE LOBBY			
Door handles	M1		
Light switches	M2		
Floor	M4		
STORE ROOM			
Door handles	M1		
Light switches	M2		