



TUNSTALL COMMUNITY HALL

Charity Registration :- 1105927

Covid-19 Special Hire Conditions

The following are ADDITIONAL conditions for hiring Tunstall Community Hall during the Coronavirus epidemic. These conditions, which are summarised below, are in addition to the Hall's ordinary conditions of hire.

1 Current Version

Please note that these special conditions are likely to change during the Coronavirus epidemic, so please ensure you are reading the most up to-date version which is available on the Community Hall's Website. The updated Hire Agreement and other useful information are also available from the Community Hall's Website, available at:- <https://tunstall.suffolk.cloud/amenities/community-centre/>

2 COVID-19 Special Hire Conditions

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 attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. It is also available on the Community Hall's web site :- <https://tunstall.suffolk.cloud/amenities/community-centre/>

SC3:

The management committee **CANNOT** arrange for all surfaces at the hall to be cleaned between each hire. 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 hand basins and kitchen sinks (if used), using either the products supplied (marked cupboard in the small kitchen) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. Internal fire doors, those labelled ' **Fire Door Keep Shut**' are to remain **closed**. You will be responsible for ensuring ALL windows and doors are securely closed on leaving.

SC6:

You will ensure that no more than **30 people** attend your activity/event in the Main Hall in order that social distancing can be maintained and to comply with the government's guide lines. The maximum number of 30

assumes majority of the Hall's floor area will be used. However, if a smaller floor area is made available, such as seating to view an event or exhibit, then the maximum number of people is calculated by dividing the available floor area by 4. The calculated value can **NEVER** exceed the upper limit of 30. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe 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 **ONE** person uses each suite of toilets at one time.

SC6a:

The small meeting room is unavailable for use, other than for the storage of tables, chairs and access to the storage cupboard.

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

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people 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, face coverings 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 who are face-to-face e.g. using a wide U-shape.

SC9:

You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths by taking all rubbish away with you when you leave the hall. Rubbish bags and cleaning materials are available in the marked cupboard in the small kitchen.

SC11:

Kitchen facilities are currently unavailable for food preparation. Drinks can be prepared, but you will need to provide your own crockery and cutlery. It is however preferable for you to encourage users to bring their own drinks and food.

SC12:

We 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 this hire.

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 disabled toilet in the lobby, ensure the sign ‘Engaged’ is displayed on the door. Provide tissues and a bin or plastic bag, use the sink with 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. Immediately inform the booking secretary on 07873 388373 and if possible email the Community Hall on :- Tunstall.CommunityHall@gmail.com

SC14:

For events with more than 30 people (**NOT YET permitted in the Hall**) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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:

Other special points :-

- **Where a group uses their own equipment:** You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall’s cupboards or rooms. If at all possible, you should ask those attending to bring their own equipment and not share it with other members.
- **Where a sports, exercise or performing arts activity takes place:** You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Currently there are **NO** changing facilities available which includes the small meeting room and all users need to arrive ready changed.

SC17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

3 History

Version	Date	Author	Comments
20-07-20	20 th July 2020	Richard Ledger (Treasurer)	Updated following further changes on Community Action for Suffolk website and Management Committee Zoom Call 8 th July 2020
02-09-20	2 nd September 2020	Richard Ledger (Treasurer)	SC11 – Kitchen facilities - drinks can be prepared, but hirers use their own cutlery and crockery. SC16 – Sports, exercise, etc - organisers must follow guidance issued by the relevant governing body for their activity SC17 – New. Face coverings are mandatory for community and village halls

23-09-20	23 rd September	Richard Ledger (Treasurer)	Following CAS update, received 23-09-20 following government's new restrictions – 'Rule of Six' effective from 14 th Sept. Changes to SC4, - Changes to when you MUST contact Test and Trace system SC6, - Group of Six added SC8, - Social distancing for Groups of Six SC9 – Hirer MUST KEEP contact details of those using the hall during their hire.
26-09-20	26 th September	Richard Ledger (Treasurer)	SC5 – internal fire doors to be kept shut. SC6a – sub-clause added to clarify that the small meeting room is unavailable other than for storage. SC9 – updated to include the use of the NHS QR tracking code. SC16 (Sports) – No changing facilities available, users to arrive ready changed

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall on 07873 388373 and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We **CANNOT** clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**