

## KINGSCLERE VILLAGE CLUB

### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, Kingsclere Village Club's ordinary conditions of hire.**

#### **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. Tissues should be disposed of in a bin. See also **SC17**

#### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

#### **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 hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) 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 10 days**, and that if they develop symptoms **within 48 hours** 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 (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 people attend your activity/event than is allowed in the risk assessment for your activity and room, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m, or 1m + mitigation, social distancing while waiting to enter and within the premises. You will remind people that they may only socialise in ways permitted by the current government guidance, which are displayed in the Club. You will make sure that no more than four people (two male, two female) or one family group use the hall toilet block 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 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 up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair space 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 who are face-to-face e.g. using a wide U-shape.

**SC9:**

You **MUST** keep a record of the start and finish times of your activity and 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 or 2 households 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.

These details must be kept safely and only used for contact tracing purposes.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall. Please dispose of in the *green* bin outside.

**SC11:**

Users are encouraged to bring their own drinks and food. Food and drink may only be served in a designated area with table service and cannot be served after 10p.m. You will be responsible, if drinks or food are made, 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 and washing up cloths, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.

**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 (the Meeting Room) until they can be escorted home (preferably by someone from their household). A box containing necessary supplies is located in the room. 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 Helen Andrew on 07887521359 as soon as possible.

**SC14:** For events with more than 30 people (when allowed) 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:** 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:**

Other special points as appropriate.

**Exercise or performing arts activity:**

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

**Where a group uses their own equipment:**

You will ask those attending to bring their own equipment and not share it with other members and you will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

**SC 17:**

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.

**SC 18:**

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

**Please contact Helen Andrew on [events@kingsclerevillageclub.co.uk](mailto:events@kingsclerevillageclub.co.uk) if you have any questions.**

# HELP KEEP THE CLUB COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms in the last 10 days.**
- 2. If you develop COVID-19 symptoms within 48 hours** of visiting these premises alert Test, Track and Trace. Alert Helen Andrew on 07887521359 or email [events@kingsclerevillageclub.co.uk](mailto:events@kingsclerevillageclub.co.uk) and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** 1m plus mitigation such as face coverings is acceptable. Observe any marked one-way system or give-way signs.
- 4. Remember the RULE OF 6:** Do not socialise in groups larger than 6 people from different households.
- 5. Use the hand sanitiser provided** on entering and leaving the premises. Clean your hands often. Soap and paper towels are provided.
- 6. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 7. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. 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 Club between each hire.
- 9. 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.
- 10. Keep the hall/rooms well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.