



DONHEAD ST MARY VILLAGE HALL

HIRER'S AGREEMENT (Incorporating Covid-19 Secure Requirements)

SAFETY

By hiring the hall the hirer is the 'Responsible Person' in relation to the safety of those using the hall and grounds. To ensure the safety of users as far as is reasonably practicable the hirer must comply with the instructions set out below:

- Familiarise yourself with the location of the Fire Exits, ensuring that the rear exit is unlocked whilst people are in the building (key located on hook to the right of the door in the rear lobby). Ensure that users are made aware of the location of the Fire Exits. Ensure that Fire Exits are not obstructed.
- Familiarise yourself with the **Fire and Evacuation Plan** (copies on noticeboard in front lobby and in Information Folder in kitchen), and the location of the fire extinguishers (behind the main entrance door, behind the kitchen door and to the left of the rear extension door).
- In the event of a fire or other emergency requiring the evacuation of the building, follow the instructions in the **Fire and Evacuation Plan**.
- Ensure the open fire and any candles are used safely and fully extinguished prior to vacating the premises.
- Ensure that a serviceable mobile phone is available in case of an emergency, because there is no telephone in the hall.
- Familiarise yourself with the location of the fuse box – in the kitchen cupboard located in the corner to the left of the hob and ovens, above the worktop – and how to switch off the supply in an emergency – by pulling down the two **RED** trip switches on the right of the array.
- Familiarise yourself with the hall's Child and Vulnerable Adults Safeguarding Policy (copy in the Information Folder located in the kitchen), and conform to its requirements.
- Before using any portable electrical equipment check it for visual signs of damage – do not use it if damage is identified. Make sure there are no trailing cables that could cause a trip hazard.
- Ensure that any spillages are cleared up immediately – cleaning materials are located in the cleaning cupboard in the rear extension.
- Ensure that the stepladder is used safely (guidance on the safe use of ladders is contained in the Information Folder in the kitchen).
- Ensure that users are aware that there is no off road parking at the hall and to take care when walking on the highway going to and from the hall.
- Always use the trolleys provided when moving stacks of chairs. Ensure items are moved in and out of the storeroom safely. Ensure tables and chairs are restacked in the storeroom as you found them.

HOUSEKEEPING

- Please leave the hall as you would like to find it – kitchen items washed, dried and stored away, floors swept and mopped if necessary.
- Please bring refuse sacks with you and remove any rubbish from the hall and grounds and dispose it yourself.
- When you leave ensure both front and rear doors are locked and that the heating system, cookers, urns and lights are switched off.

COVID-19 SECURE REQUIREMENTS

These requirements are supplemental to, not a replacement for, the hall's ordinary Hire Agreement. Hirers of the hall must implement these requirements whilst Government measures to control the virus are in operation.

- Familiarise themselves with the Hall's Covid-19 Risk Assessment (hard copy in the folder in the kitchen).
- Implement the control measures outlined in the Hall's Covid-19 Risk Assessment.
- Be responsible for cleaning all surfaces likely to be used during the period of hire **before** attendees arrive, and keep the premises clean through regular cleaning of surfaces **during** the hire, as necessary. The hirer/organiser must again clean the surfaces likely to have been touched by attendees during the hire, **on leaving**. Use the cleaning products available in the cleaning cupboard (or your own ordinary domestic products, if preferred). If in doubt, please check the Risk Assessment for examples of surfaces that are likely to be touched by attendees during a hire. Please take care when cleaning electrical equipment – use cloths – do not spray!
- Make sure that everyone likely to attend the 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
- Keep the premises well ventilated during the hire, with doors open as far as convenient.
- Try to maintain social distancing as far as is reasonably practicable.
- Position furniture or the arrangement of the room as far as possible to facilitate social distancing.
- 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)
- Be responsible for the disposal of all rubbish created during your hire, including tissues, taking all rubbish away with you when you leave the hall.
- Encourage users to bring their own drinks and food, e.g. water bottle for exercise classes.
- 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. 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 washing up cloths.
- 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 these Covid-19 requirements 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.
- 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 kitchen. 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 Bookings Officer on: 07713 686368 / 01747 829261.
- In order to avoid risk of aerosol or droplet transmission, 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 that makes normal conversation difficult.
- Where a sports, exercise or performing arts activity takes place, organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.