

BURTON MEMORIAL HALL

Special Conditions of Hire during COVID

Updated September 2021

These are supplemental to our Standard Conditions of Hire and must be read in conjunction with them. In the event of any disparity between the Standard Conditions and these Special Conditions, the Special Conditions take priority.

SC1: Using the Hall

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure advice as shown on the attached poster which is also displayed at the hall entrance, and with these Special Conditions of Hire, while entering and occupying and leaving the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues. Dispensers are located beside each of the two entrances to the premises.

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

SC2: COVID-19 Risk Assessment

You, the hirer, undertake to comply with the actions identified in the hall's risk assessment, a copy of which will be provided to you along with these Special Conditions of Hire.

You will also be required to complete a COVID-19 Risk Assessment for your own group / activity, a copy of which must be returned to the hall Secretary before your first use of the hall.

SC3: Access to the Premises (see also floor plan at appendix 1)

For hirers of the Main Hall, access to the premises should only be via the south end door (nearest to the shop) and attendees should only use the south end toilets.

For hirers of the Reception Room and Club Room, access to the premises should only be via the north end door (nearest the school) and attendees should only use the north end toilets.

The doors between the north end rooms and the main hall should remain bolted / locked on the hall side unless a hirer has booked the use of both the main hall and the north end rooms.

Hirers and attendees must only access the room/s they have hired plus their designated storage area/s and the toilets for their room.

SC4: Hirer's Duties

The hall will be cleaned daily by hall cleaning staff, but you, the hirer, will also be required to clean all regularly used surfaces and equipment used during your period of hire using the virucidal wipes supplied.

To keep your group's members safe you will be responsible for wiping any item or surface likely to be used during your period of hire, including chairs, tables, door handles, light switches, window catches, equipment, toilet handles and seats, taps and sinks, and all work surfaces. This must be done BEFORE other members of your group or organisation arrive.

You are expected to keep the premises safe through regular cleaning of surfaces touched during your hire, paying particular attention to toilets, hand basins and kitchen sinks (if used), using the wipes supplied. Please take care cleaning electrical switches or equipment.

You will be required to clean again BEFORE leaving to ensure the hall is safe for the next hire group.

You will not attempt to clean the floors, except for wiping up spillages within your hire period using the wipes provided. Otherwise cleaning floors will be the responsibility of the hall cleaner.

The hall is equipped with passive infra-red detectors which means that lights and taps come on automatically in the main hall kitchen and in the Jubiloos (under-5's toilets off the main hall).

Please remind people not to touch those switches or taps.

SC5: COVID-19 Risk

You, the hirer, 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 hall they MUST seek a COVID-19 test.

SC6: Ventilation of the premises

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.

SC7: Limitation of Numbers Attending

You, the hirer, will ensure that no more than the number of people allowed for each room attend your activity/event, in order that social distancing can be maintained.

- Main Hall 80 persons maximum
- Reception Room 40 persons maximum
- Club Room 20 persons maximum

You will encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one-way system within the premises, and as far as possible observe measures such as face coverings when using more confined areas, e.g. moving and storing equipment, or accessing toilets.

You will ask people to make sure that no more than two persons use each suite of toilets at one time and that

- no-one uses the entrance halls for your group / activity during your period of hire,
- no-one waits in the entrance halls for anyone involved in your group / activity during your period of hire (including parents awaiting children),
- your group knows that no more than one person may use each suite of toilets at one time and that people queuing for toilets must maintain social distancing whenever possible.

SC8: Furniture and Social Distancing

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side-by-side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, and good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9: Recording Attendees for NHS Track & Trace

You must record both the date and times the hire session started and ended. You must keep a record of the name and contact phone number of all those who attend your event. This can be done either by asking those who attend to scan the NHS QR poster on entering the room to register their attendance and by manual logging any who do not register using their smartphone app and the hall's NHS QR poster. It is the hirer's responsibility to check that anyone claiming to scan the QR poster has done so.

You must also record the total number of persons present at your session in case of the need for an emergency evacuation. This should be recorded on the attendance log and include anyone who has scanned the QR code as well as those listed on the log sheet.

Attendance logs should be completed at the start of your hire period.

A PDF template sheet is provided for you to print off for use. Paper copies are available on request. The completed form must be posted into the collection boxes provided (near the exit doors) as you leave the hall. The contact details will be retained by the hall for a period of 21 days after your hire and will be provided to the NHS Track and Trace scheme if required. After 21 days the form will be securely disposed of.

SC10: Vulnerable Persons

You, the hirer, will be required to take particular care to ensure that social distancing is maintained for any person aged 70 or over and for those likely to be clinically more vulnerable to COVID-19, including when going in and out of rooms, and ensuring they can access the toilets or other confined areas safely.

SC11: Refreshments and COVID-19 risk

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC12: COVID-19 Symptoms

In the event of one of your attendees becoming unwell with suspected COVID-19 symptoms while at the hall you, the hirer, should remove them from the hired room to the marked area in the entrance lobby before arranging for them to go home.

You must then ensure the rest of your attendees leave the premises, observing hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

The hall has provided a COVID-19 emergency kit (face mask/shield, tissues, gloves, waste bag, sanitiser, liquid soap and a bowl for hand-washing) for the use of anyone who develops symptoms whilst in the hall and this will be clearly marked in each entrance hallway. It must not be used for any other purpose.

You, the hirer, must also inform the hall management on 01524 781306 of any such suspected case of COVID-19 symptoms that occurs during your period of hire.

SC13: Managing larger events

For events which may attract more than 30 people you, the hirer, will be required to take additional steps to ensure the safety of attendees in relation to COVID-19, for example by operating a pre-booking system to ensure the number of attendees does not exceed the room limits.

For events such as music or drama performances you, the hirer, will be required to provide attendants or stewards who will ask attendees to seat themselves furthest from the entrance on arrival, for those closest to the exits to leave first, and invite people to use toilets in the interval row by row.

SC14: Avoiding transmission

In order to avoid risk of aerosol or droplet transmission please 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.

SC15: Waste Disposal

You, the hirer, will be responsible for the disposal of all rubbish created during your hire period, including cleaning wipes used by you and your group. All rubbish from your hire period must be placed into the waste bag or bin provided in the room hired and the bag or bin liner must be removed and put into the large Biffa waste bin at the north end of the hall car park (by the Club Room long window) at the end of your hire period.

SC16: Other Special Points

Other special points as appropriate with which you, the hirer, will be expected to abide:

- 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.

- 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 avoid as far as possible using equipment which is difficult to clean. You will ensure that any equipment is cleaned before use and before being stored in the hall's storerooms or cupboards if appropriate.

SC17: Hall Closure

The hall's Management Committee retains 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 Special Hiring Conditions are not being complied with whether by you or by other hirers, or in the event that public buildings are required by government or local authority to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for any such pre-booked hire that falls within such a period.

Please note that these Special Conditions of Hire, along with our Standard Conditions of Hire, are a legal contract between you, the hirer, and the hall's Management Committee.

Appendix 1

