**East Coker Village Hall Trust**

Information for hirers – conditions of use from June 2021

**This is to be viewed beside Appendix F which is the hall’s covid risk assessment**

* Please read the risk assessment (appendix F) for the hall that you have been sent. It contains vital information.
* **You must have a risk assessment for Covid-19 in place as a condition of use.** A template has been sent to you for you to use if you do not already have one. (appendix G)
* **Hirers must convey to those attending the need to avoid mingling between groups, which can be 2 households or groups of 6.**
* **Groups involved in other activities, usually involving sitting, often around tables, should ensure that at no time do these 2 household groups or groups of 6 mix or mingle whilst on the premises.**
* The key holder is the only person who may enter through the back door. Please lock it behind you and use the hand sanitiser, on the shelf to your right in the kitchen, on entering.
* There is a one-way system in place now. The main doors at the front are the entrance and the doors from the hall at the back are the exit. Entrance doors are marked.
* Please ensure that everyone uses the sanitiser from the automatic standing unit in the entrance hall before entering the main hall.
* Organisers MUST ask everyone who attends to use the **NHS QR poster** at the hall entrance to register their attendance. If this is not possible, contact details of those attending must be kept. The contact details of those attending an event (name and telephone number), will need to be kept for 3 weeks before destroying them in case someone attending falls ill with Covid-19. You will need to contact the hall secretary tel. 862447 or the chair tel. 863002 if this happens and contact trace and test.
* Pens or pencils used for signing in should not be shared. There are wipes available.
* Organisers must keep a record of the date and time the activity started and must complete the cleaning laid out in the risk assessment (appendix F).
* 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 the products supplied (which will be in the 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!
* There is a record sheet on the Village Hall noticeboard for you to note your cleaning. Use of this is a requirement from our insurers.
* As you are inside, **current government guidelines are that everyone attending an event must wear a mask for the time it lasts**. There are exemptions, such as for certain people, eating while seated and exercise. A notice about wearing masks is on the front door of the hall.
* Ventilation is key. All windows should be open at all times the hall is in use. For exercise classes and larger gatherings, doors should be open too, when the weather permits.
* If you touch the curtains, to open or close them, please use gloves. Both gloves and wipes are available in the hall.
* The Dampier room is out of use as it has been designated the Covid-19 isolation area. Those with storage there can access this however, following the directions in the risk assessment (Appendix F).
* Organisers must ensure that no more than 50 people attend your seated event in the Main Hall and no more than 40 in an activity, in order that social distancing can be maintained. You will need to ensure that people attending do so in allowed groups 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 use each suite of toilets at one time.
* There is a one-way system for leaving the hall to visit the toilets, through the cloakroom, returning through the entrance door to the hall.
* The raised area by the bar can be used instead of the stage if required for demonstrations in activities. The stage area is not being used though the screen can be used (Appendix F).
* Please use the chairs that are outside the taped area. There are 50 available as that is the maximum number allowed in the hall. Please handle them with gloves and clean them after use with wipes. Both gloves and wipes are available in the storage area.
* For activities, a maximum of 40 people are allowed in the hall, in allowed groups.
* Up to 30 people can attend weddings and receptions.
* There are no restrictions on funerals but wakes continue to be capped at 30.
* If you use tables, please wipe them before storing them.
* If you serve coffee or tea, the mugs or cups must be washed in the dishwasher. Please be sure to drain it after use.
* Food may not be shared under the current guidelines. If snacks are required, they must be brought in by the person who consumes them.

**It is the organisers responsibility to keep abreast of current government guidelines that may affect your hire of this hall.**

 **G.E.**

 **June 2021**

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