

PART 2 THE SPECIAL HIRE CONDITIONS.

THESE APPLY OVER AND ABOVE THE PROVISIONS OF YOUR HIRING OR LICENCE AGREEMENT. IF THERE IS ANY CONFLICT BETWEEN THE TWO DOCUMENTS, THEN THESE SPECIAL CONDITIONS PREVAIL. In these Special Conditions “you” means the hirer, “we “and “us” means the hall management

1. You, will comply with all relevant government guidance as updated from time to time relating to the activity being carried out by you.
2. You will comply with the actions identified to be undertaken by hirers in the hall’s risk assessment, a copy of which is available at the hall or from the Hall Contact and will be responsible for ensuring those attending your activity or event comply with the actions identified in the group’s risk assessment
3. 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 touched or 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, using the cleaning materials we supply. You will be required to clean again before leaving. Please take care cleaning light switches and electrical equipment -use cloths - do not spray!
4. There will be a surcharge[for cleaning materials provided of £2.50 per session
5. You will make sure that everyone likely to attend your activity 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 contact the NHS Test and Trace system which will alert others with whom they have been in contact.
6. You will keep the hall you are hiring well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
7. You will ensure that no more than the maximum number of people notified to you for your use of the hall you are hiring attend your activity, in order that social distancing in accordance with governmental guidance applicable at the time of hire can be maintained.
8. If you cannot be reasonably certain about how many people will attend your activity, you will plan in advance what to do if too many people arrive for the capacity of the hall and inform us of that plan
9. You will ensure that everyone attending maintains social distancing while waiting to enter the building, and observes any one-way system within the building. You will also ensure that persons waiting to collect a participant in your activity adhere to social distancing at the front of building or remain in their vehicle in the car park.
10. You will ensure that when using more confined areas e.g. moving and stowing equipment, other mitigations which reduce the risk of transmission are used and that such activity is carried out in as short a time as is sensible.
11. You will make sure that no more than two people from your activity use the toilets at one time.
12. You will take particular care to ensure that social distancing at your event is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including keeping a 2m distance around them when going in and out of hallsand ensuring they can access the toilets, or other confined areas without others being present.
13. You will ensure that during your hire period nobody raises their voices or sings or plays any wind instruments.
14. You will ensure that during your hire period there are no indoor performances to a live audience

15. You should avoid the use of shared equipment during your hire of the hall. If such sharing is essential to your activity you must ensure that the equipment is cleaned in between hirers. No papers should be shared or reused during your period of hire
16. You will position furniture or arrange the hall as far as possible to facilitate people sitting side by side, with at a sufficient gap to comply with social distancing requirements at the time rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape or a hollow square. You will replace the furniture to its original position at the end of each session.
17. You will put all rubbish created during your hire, including tissues and cleaning cloths, and the contents of the bins in the toilets in the black sacks provided in the ...room..... and will take those sacks away with you when you leave the hall. We advise that you double bag all rubbish and store it for 72 hours before disposing of it
18. At present the kitchen is not available for hirers and so you and each person attending your activity should should bring such drinks and food as may be needed.
19. We will have the right to close the hall you are hiring if there are safety concerns relating to COVID-19, 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 when the hall you are hiring is closed by us.
20. In the event of someone becoming unwell while at the hall, normal first aid rules apply and you should follow current government guidance, which is here:- <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>. You must also let the Hall Contact know what has happened, as a matter of urgency.
21. You will keep a record of who attends each activity, together with their phone number, in a manner which complies with data protection law, and retain that information for at least 21 days and provide that information on request to NHS Test and Trace or if necessary the Hall Contact
22. We will carry out a risk assessment for the hall itself before the hall is reopened and a copy of the completed risk assessment will be available at the building and by email on request made by you to the Hall Contact
23. We will make sanitiser or soap and water available on entry to the building and in each hall available for hire. You will make arrangements for everyone attending your activity to use the sanitiser or hand washing facilities on arrival and on departure and in addition during your period of hire as you assess necessary for your activity and those attending it.
24. We may need to ask you to make special arrangements if your activity is taking place at the same time as another activity in our building, around the times when the toilets are available for use, access to hallways etc and making sure that groups are not trying to enter or leave the building at the same time
25. If you provide a holiday club, after school club, tuition or other out of school provision for under 18s including fitness sport, sports related or dance activities you must follow the Department for Education guidance on protective measures for out of school settings.
26. If your activity involves the participation of children supervised by a parent or carer, then only one parent or carer should normally be allowed per child, and that parent or carer must observe social distancing.
27. You will ensure that those attending your activity do not use the toilets as a changing area. The only exception is for participants with disabilities or special needs.

PART 3 RISK ASSESSMENT TO BE COMPLETED BY HALL HIRER BEFORE RETURNING

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used. Our group leaves hall or equipment without cleaning.	Group leader to ensure that the group cleans high touch areas, eg door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be touched or used during the period of hire before, during and after hire	Cleaning materials will be used before and after our session to ensure hygiene for our attendees and others using the space after us.
Managing Social distancing and especially people attending who may be more vulnerable	People do not maintain EITHER 2 m social distancing OR 1 m social distancing with mitigation, eg masks	Group ensure that group -adheres to social distancing rules, -uses any one-way system. -adopts layout advised. -limits numbers attending -limits numbers using toilets at once to 2.	We will adhere to a 2m distance.
Respiratory hygiene	Transmission to other members of group	Group to be asked by leader to -adhere to guidance shown on Catch It, Bin It, Kill It posters - avoid touching mouth, eyes, and nose. -use tissue provided by group leader and to dispose of used tissues into a disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to take away all disposable rubbish bags used at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Group leader to -ensure those attending use sanitiser on entering and exiting the hall, or wash hands regularly using soap.	Sanitizer and soap will be used by all attendees. We will minimise all personal contact.
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Group leader to -ensure that the current government guidance is followed, found at Special Condition 20 in this pack -contact next of kin of the person who is unwell, inform Hall Contact urgently.	All attendees will be asked to provide contact information in line with GDPR in order to communicate in relation to Track and Trace.
Not having phone numbers to pass to NHS trace and Test	Transmission to other members of group and premises	Group leader to:- -keep GDPR compliant records of attendees with phone numbers for 21 days after each event	

I have completed the questionnaire, I have read, understand and accept the Special Conditions and I have completed and will adopt the Risk Assessment

Signed by... on behalf of Overeaters Anonymous(HIRER) DATE.....11th August 2020.....