

EPKVH (East Preston and Kingston Village Hall) COVID-19 - Conditions of Hire from 15 August 2021

On 23 July 2021 the Government withdrew COVID-19: Guidance for the safe use of multi-purpose community facilities. The following Conditions of Hire are now based on the Government document **Coronavirus: how to stay safe and help prevent the spread**, last updated on 13 August 2021.

It is a requirement of our Conditions of Hire that Hirers of EPKVH comply with the following which is based on the EPKVH **COVID-19 Risk Assessment**.

1 Numbers

We recommend that numbers are restricted to facilitate appropriate social distancing.

Miller Barn we recommend:

- 12 people exercising without face covering, plus up to 16 people seated wearing face coverings
- or 32 people seated at tables *see attached plan indicating seating at tables*
- or 46 people standing or seated in rows
see attached plan indicating seating in rows

Warren Room we recommend:

- 8 people exercising without face covering, plus up to 6 people seated wearing face coverings
- or 24 people standing

These numbers do not include children under 11 who live with an adult included in the numbers above.

We recommend that these numbers are not exceeded.

2 Before your hire starts

2.1 Please arrive at least 15 minutes before your hire.

If you have a smart phone, scan the NHS QR code using the NHS COVID-19 app **and** sign in at the register adjacent to the fire alarm panel in the corridor and include your contact details - signing in is a requirement of the EPKVH **Hirer's Fire & Accident Prevention Procedure**.

2.2 Please wipe down all surfaces that Users may touch: in the hall you are using, the kitchen, the toilets, the corridor and the foyer. Cloths and wipes should be deposited in the bins provided. The Trustees supply cleaning products.

2.3 When cleaning is complete, invite your Users in and direct them to the areas where they will be appropriately socially distanced.

2.4 Some users of the Village Hall may be critically vulnerable. Please ask all users to protect other users by wearing a face covering (if they are able to) and respecting social distancing wherever possible.

2.5 Record who is present and their contact details.

Users are advised to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details at the register adjacent to fire alarm panel in the corridor.

2.6 Please ask any Users who are diagnosed with Covid-19 during the 10 days after their visit to the Village Hall to notify the Premises Manager (07493 526210) and the Chairman (07939 482705).

3 During your hire

- 3.1 Please ask Users if they are content with the COVID-19 measures that are in place. If they are not, the Hirer should send any comments to premises@epkvh.co.uk.
- 3.2 Please recommend that Users do not share any equipment.
- 3.3 Try to avoid playing music and talking simultaneously (to avoid shouting).
- 3.4 Open or leave open high-level windows and fire doors fitted with magnetic releases to promote ventilation. Fire exits (that lead directly outside) may also be opened to promote ventilation.

Please ensure that windows and fire exits are securely closed at the end of your hire.
- 3.5 If possible use contactless payment methods for any payments Users may make to you, the Hirer.

4 If someone feels unwell

- 4.1 If someone feels unwell, please arrange for them to be accompanied to the kitchen. The Hirer should then arrange for them to go home or summon medical help, as appropriate.
- 4.2 If the ill person is displaying any symptoms of Covid-19:
 - 4.2.1 The person looking after them should put on appropriate Personal Protective Equipment which is available in the kitchen,
 - 4.2.2 Please ask all other users to thoroughly wash or sanitise their hands and leave the building.
 - 4.2.3 Notify the Premises Manager (07493 526210) and the Chairman (07939 482705) so that they can cancel the day's remaining bookings and arrange for a deep clean.
 - 4.2.4 Arrange for the ill person to be taken home.

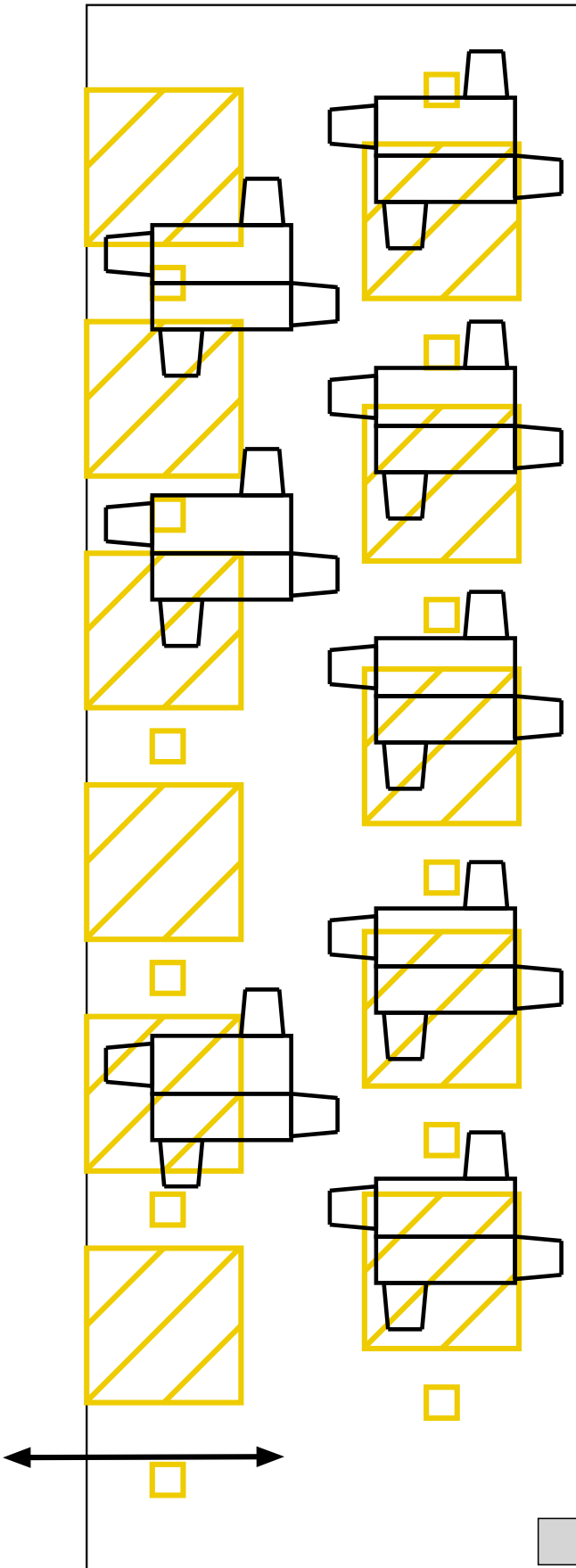
5 At the end of you hire

- 5.1 At the end of your hire, please ask Users to leave the hall promptly, while maintaining social distancing.
- 5.2 Please wipe down all surfaces that Users may have touched in the hall you are using, the kitchen, the toilets, the corridor and the foyer. Cloths and wipes should be deposited in the bins provided.
- 5.3 At the end of your hire, please sign out.

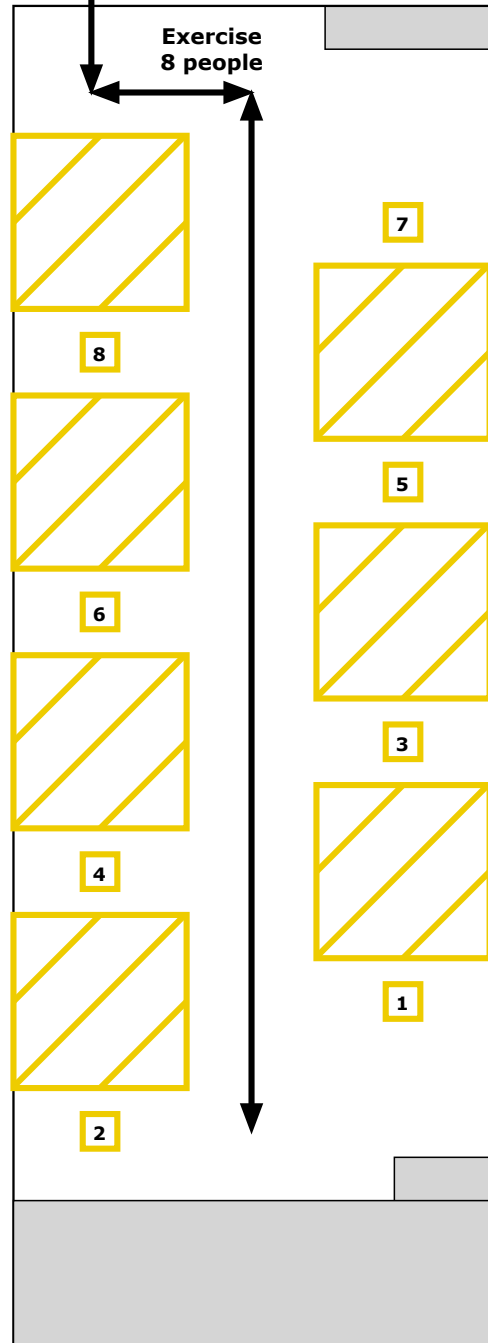
END

Plan
East Preston and Kingston Village Hall
52 Sea Road, East Preston, BN16 1LP

Miller Barn
32 Chairs at Tables
Exercise Layout (yellow)



Warren Room
Exercise Layout (yellow)



Plan
East Preston and Kingston Village Hall
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Miller Barn

**Possible layout for 46
chairs with 1m spacing**

