

**The Langton Green Village Hall Charitable Trust No 1183160  
Special Conditions of Hire during COVID – Revised July 2021**

**With effect from 19<sup>th</sup> July formal government Covid-19 regulations will be removed. However, since Covid-19 continues to remain a significant risk to us all, government advice regarding managing continuing Covid-19 risks has been provided. In the light of these risks, LGVH trustees will operate the village hall as set out below until further notice.**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

Access to the hall is restricted to hirers and their customers/users only.

Users are requested to continue to use the sanitisers provided and those entering the building are requested to wear face coverings in the lobby and all corridors.

**SC1: Responsibilities**

The hirer, or your agent in attendance, will be responsible for ensuring those attending your activity or event comply with government advice regarding COVID-19 while entering and occupying the hall, as shown on the poster attached which is also displayed at the hall entrance, in particular using the hand sanitiser supplied

**SC2: Risk Management:**

Users and hirers have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

**SC3: Cleaning**

Please clean 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, please keep the premises clean through regular cleaning of surfaces

During your hire, paying particular attention to wash hand basins and kitchen sinks (if used),

After your hire, please clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4: Attendance**

Please 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 premises, they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

### **SC5: Ventilation**

Please keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

### **SC6: Duty of Care**

Please remain conscious of the continuing risks arising from crowded places. LGVH retains the right to limit the numbers of people using any of the hall's rooms.

In particular masks should be worn when entering and exiting the building. Please remember that elderly people and those more clinically vulnerable remain at greater risk from Covid-19. This should be taken into account particularly when seating people at tables.

Please either register those attending or ensure they use the NHS QR code displayed in the room before the start of your hire and keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event.

### **SC7: Disposal of Rubbish**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided outside the building and pointed out to you by the Trustee on duty. All rubbish should be taken away with you when you leave the hall.

### **SC8: Right to Close the Hall**

We will continue to retain the right to close the hall if there are safety concerns relating to COVID-19.

### **SC9: Someone becoming Unwell**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall please take them to the designated safe area which is the Disabled Toilet where a First Aid Kit and instructions are available.

### **SC10: NHS Pass**

Where there is likely to be a large number of people at an event, it is recommended that hirers consider requesting those attending to use the NHS Covid Pass so that people can demonstrate that they have had two Covid-19 vaccine jabs.

# LANGTON GREEN VILLAGE HALL

## Staying COVID-19 Secure in 2021

We have followed the government's guidance on managing the risk of COVID-19.

We have carried out an updated COVID-19 risk assessment and shared the results with Hirers of the Village Hall. For details see

[www.langtongreenvillagehall.org](http://www.langtongreenvillagehall.org)

We have cleaning, handwashing and hygiene procedures in line with ongoing government advice.

We ask people to please wear a face covering (unless an exemption applies) when entering and exiting the building and whilst in the corridors.

The Hirer, or their Agent in attendance, is responsible for ensuring compliance with the current requirements