

SONNING COMMON PARISH COUNCIL

SOUTH OXFORDSHIRE

Parish Office - VILLAGE HALL, WOOD LANE, SONNING COMMON, OXON, RG4 9SL
Parish Clerk - Philip Collings

Tel 0118 972 3616

Email clerk@sonningcommonparishcouncil.org.uk

COVID-19 Hirer Instructions on booking Sonning Common Village Hall

or Kidmore End War Memorial Hall

- You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues, wearing face masks and social distancing.
- You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- Hirers must complete their own COVID 19 Risk Assessment for activities. A sample Risk Assessment can be found at the bottom of this document.
- 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 either the products supplied (which are in the kitchen) or your own ordinary domestic products. **You will be required to clean again on leaving and will sign the cleaning record (on the notice board in the entrance) to confirm you have done so.**
- Please take care cleaning electrical equipment. Use cloths - do not spray!
- You 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 premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.
- You will 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.
- You will ensure that no more than 15 people attend your activity/event in the Main Hall (or up to 30 when government guidelines allow), in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households 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 persons use each suite of toilets at one time.
- You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
- You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households. Measures such as: seating side by side, with at least 4 empty chairs between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

- You **MUST** 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 (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.
- You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.
- Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with the advice above.
- We will have 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 the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, 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 for this hire.
- In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is in the corner of the side room (SCVH) and vestibule (KEMH). Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing, black bag and sanitiser. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.
Inform the hall booking clerk on 07763134769.
- For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
- In order to avoid risk of aerosol or droplet transmission you must 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.
Other special points as appropriate.
- E.g. 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 and the gov.uk guidance.
- E.g. Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards (if you have permission to store equipment on site).
- You will ask all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.
- Hirers selling goods to organise online cashless paying systems where possible.
- Any performances must only take place if allowable within current government guidelines.
- Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.

Sample COVID-19 Risk Assessment for hirers of Sonning Common Village Hall and Kidmore End War Memorial Hall.

Area of Risk risk	Risk identified	Actions to take to mitigate	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen –ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	