

# SONNING COMMON PARISH COUNCIL

## SOUTH OXFORDSHIRE

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

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### 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 which are 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!
- It is advised to keep the hall well ventilated by keeping all doors and windows open during hire period to reduce the transmission of Covid-19. During the colder weather it may not be possible to keep doors and windows open therefore, it is advised the doors and windows are opened every 15 minutes to allow for ventilation.
- 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 premise's 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 60 (unless otherwise agreed with the Booking Administrator) people attend your activity/event in the Main Hall, in order that social distancing can be maintained. You will ensure 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's 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 **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 tissue's and cleaning cloths, taking all rubbish away with you when you leave the hall.
- Users are encouraged to bring their own drinks and food. Provision of food or drink MUST cease before 10pm (i.e. be cleared away by then).
- 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.
- 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.
- 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).
- We suggest that you will ask all those attending your activity to wear a face covering on entry unless an exemption or other government guidance applies to the activity.
- Hirers selling goods to organise online cashless paying systems where possible.
- Any performances/activities 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.

**September 2021**

## 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   |
|--|---|---|---|
| <b>Cleanliness of hall and equipment, especially after other hires</b> | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | Hirer to clean touch points before, during and after hire e.g. tables, sinks, door and toilet handles.  | Can we bring our own equipment?   |
| <b>Vulnerable/elderly people in attendance</b>                         | Contracting Covid-19  | Advise group to consider social distancing as far as possible and use one-way system. Consider room layout. Limit numbers using toilets at once.  | Should we avoid use of kitchen –ask people to BYO food and drink?<br>Allow older people time to use toilets without others present. |
| <b>Respiratory hygiene</b>   | 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.                      |
| <b>Hand cleanliness</b>  | 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.  |   |
| <b>Someone falls ill with COVID-19 symptoms</b>                        | Transmission to other members of group and premises   | Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.  |   |