**Special Covid Conditions “SCC” of Hire relating to COVID-19 and applicable until further notice in writing is given by us, Nympsfield Village Hall Charity Number 272549**

**Notes: (A) These conditions are supplemental to, not a replacement for, our General Rules governing the use of Nympsfield Village Hall (the “Hall”) and Standard Conditions of hire of the Hall (the “Rules: and “Standard Conditions” respectively)**

**(B) While the Government has signalled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.**

**SCC1:** You will be responsible for encouraging those attending your use, activity or event (your “Activity”) to help keep vulnerable users of the Hall safe from COVID-19 including, in particular but without limitation, using the hand sanitiser supplied.

**SCC2:** You undertake to comply with the actions identified in our risk assessment, a link to which is set out in the How to Book procedure on the Hall’s website as necessary to carry out your Activity in a safe manner in relation to COVID-19 and health and safety generally.

**SCC3:** On leaving the Hall and (if applicable) at the end of any multiple session held by you, you will be responsible for cleaning surfaces likely to have been used during your period of hire paying particular attention (but not so as to limit the previous provisions) to equipment such as tables, wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location and is presently intended to be in the position shown on the accompanying area and locations drawing) or your own ordinary domestic products.

The reference to kitchen sinks is without prejudice to SCC11.

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

**SCC4:** You will make sure that everyone likely to attend your Activity understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test.

**SCC5:** It is up to you to gauge whether sufficient and safe ventilation can be provided for your session and the level of ventilation your session will require and to use the wall fan and mobile fan and open doors and windows accordingly.

You will keep the Hall well, sufficiently and safely ventilated throughout your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving. For the avoidance of doubt, use of any fan is not compulsory and use of the fan and ventilation generally is a matter for you.

**SCC6:** You will ensure that the number of people (including yourself) that attend your Activity is appropriate for the risk level of your Activity bearing in mind the nature of your Activity PROVIDED that in no event shall more than 90 people (including yourself) attend your Activity.

**SCC7:** You will encourage:

* social distancing between people who do not have regular contact with each other as far as possible; and
* the observation of appropriate risk mitigation measures such as (by way of example but not limitation) wearing face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

**SCC8:** You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example (but without limitation) ensuring they can access the toilets or other confined areas without compromising social distancing.

**SCC9:** You will arrange the room as far as possible to facilitate social distancing, for example (but without limitation) having seating side by side rather than face-to-face and at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

**SCC 10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in the bins provided before you leave. All other rubbish should be taken away with you, in a safe manner in relation to COVID-19 and health and safety generally, when you leave the Hall.

**SCC11:** Food or drink should if possible be consumed while seated.

If the kitchen is used, such use must be in a clean and safe manner in relation to COVID-19 and health and safety generally. Any unconsumed food and drinks and containers, bottles, cups and the like and any rubbish must be dealt with and removed from the Hall in a clean and safe manner in relation to COVID-19 and health and safety generally.

Use of the kitchen as a designated safe area in accordance with SCC13 is to take precedence to any other use of the kitchen.

**SC12:** We will have the right to close the Hall if there are safety concerns relating to COVID-19, for example, if someone attending the Hall develops symptoms and cleansing is required or if it is reported that these SCC are not being complied with, whether by you or by other hirers, or in the event that public buildings generally or particular ones are being required, asked, advised or recommended to be closed. If this is the case, we will do our best to inform you promptly and you will not be charged for this hire.

**SCC13:** In the event of someone (a “Symptomatic Person”) becoming unwell with or showing suspected COVID-19 symptoms while at the Hall you must:

* manage the appropriate and safe, and prompt departure of the Symptomatic Person from the Hall;
* subject to the above, remove them to the designated safe area which is shown coloured pink on the isolations drawing, a link to which is set out in the How to Book procedure on the Hall’s website
* consistent with the above, provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing and comply with the special conditions on the second side of the accompanying Hirer Cleaning Schedule and (without limitation) SCC10;
* ensure that you are protected;
* ask your other users to provide contact details if you do not have them and then to leave the Hall;
* vacate the Hall and ensure that the Hall is vacated by users in each case observing the usual hand sanitising and social distancing precautions and the applicable SCC and you should launder your own clothes when you arrive home and advise users also to do so; and
* inform the hall cleaner, Marie Knight on telephone number 01453 860115 or using such other contact details as may be notified to you from time to time.

**SCC14:** For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example (but without limitation) by operating a booking or queuing system or providing attendants or stewards who seat people and direct the exit of the Hall and inviting people to use toilets in the interval row by row.

**SCC15:** In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other by for example (but without limitation) refraining from playing loud music at a volume which makes normal conversation difficult.

**SCC16:** You must:

* insist that your users arrive ready and changed for your Activity and go home to wash;
* ensure that (a) your users bring (and take away with them) their own equipment that may be required for your Activity (including for the avoidance of doubt and without limitation mats in the case of yoga and similar activities) and do not share such equipment with others; or (b) any equipment you provide is cleaned before use and before being stored in the Hall; and
* ensure that any spectators, child chaperones and persons coming to collect users of your Activity avoid close contact with those they do not regularly see as far as possible.

**SCC17:** In addition to complying with the Rules, the Standard Conditions and these SCC you must organise your Activity in accordance with any guidance (“Guidance”) issued by the government or government or statutory body and/or any relevant governing or other body for your Activity. If you consider that there are any inconsistencies between the Rules, Standard Conditions, these SCC and/or any such Guidance or any of them, you must raise the matter with us.