

Stourton Memorial Hall

Rules for “COVID Safe” Hall use. Reviewed 14th May 2021

To adhere to Government Guidelines from May 17th 2021 we ask you observe the points below when using or hiring the hall.

- Each event must have a leader who is responsible for those attending and guidelines are being adhered to. The leader **MUST** be familiar with the detailed instructions provided on our web site and in the COVID folder located on the table by the double doors.
- Hand sanitiser will be available for all users when in the Hall. Please use it when entering and leaving the building. The public toilets in the courtyard are available but please try to limit their use to 2 at a time.
- Face coverings must be worn inside the hall unless exercising or exempt.
- Please adhere to the one-way system in place, with the group leader **only**, entering through the porch door with everyone else entering via the courtyard doors.
- All users will be responsible for ensuring that 1m plus meter social distancing is observed when in the Hall. Floor markers have been set up at a 2 m distance along the walls and are for your guidance. **Currently numbers within the hall are limited to 20 and no more than 6 people or 2 households in any one group.**
- Please ensure that your name and contact details (contact number and email address) have been entered on the form located by the hand sanitiser. **This should be retained by the event leader** in line with our guidance.
- If any user/hirer shows signs of being unwell with a persistent cough and high temperature, **following the hall hire**, you must inform the Hall Manager immediately by emailing; bookings@stourtonmh.co.uk or phone 07971 811347. Please ensure you also contact all others at your event.

We reserve the right to close the Hall without notice should there be a risk to the public following any event.

Thank you for your co-operation.

Stourton Memorial Hall Management and Committee

COVID 19 and The Stourton Memorial Hall

In line with current Government Guidelines the Stourton Memorial Hall Committee has accepted that it will be possible for the Hall to be used once again. All will understand the need to adhere to the official guidance and to remain flexible as this may be frequently updated. The guidance below **is supplemental to, not a replacement for, the Hall's ordinary conditions of hire.**

The following is required of all Hirers:

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, as shown on the poster displayed at the Hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

You undertake to comply with the actions identified in the Hall's risk assessment, of which you have been provided with a copy.

The Hall will have been cleaned before your arrival and you will be responsible for cleaning all used surfaces during your period of hire (including tables, and door handles using either the products supplied or your own ordinary domestic products.

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 7 days, and that if they develop symptoms within 7 days of visiting the premises, they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

You will keep the premises well ventilated throughout your hire, with windows and 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 20 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g moving and stowing equipment) which should be kept as brief as possible. You should make sure that the use of the toilets in the courtyard no more than e.g. two people use each suite of toilets at one time.

You should 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 this 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 or 1m with mitigation measures such as: seating side by side, with at least one empty chair 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 a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U- shape [insert or attach drawing or photo].

You must keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and

provide the record to NHS Track and trace if required. This can be done in conjunction with the Hall Manager.

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, located in the drawer in the kitchen before you leave the Hall.

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You should bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.

The Committee or Hall Manager 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 they should move to the isolation station located in the kitchen which then must be immediately closed to other users. Provided are tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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 Manager immediately **07971 811347 Helen Baker**

Other special points as appropriate.

Where a group uses their own equipment those attending should be asked to bring their own equipment and not share it with other members and hirers should avoid using equipment, which is difficult to clean. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

Future Instructions /Guidance

At this time May 2021 Government advice is that indoor performances, including drama, comedy, and music are now allowed to take place subject to the venues capacity within the covid guidelines – for Stourton Memorial Hall this is 20 people.

In time the Hall may be able to accept larger numbers for specific events (film nights small wedding parties etc) . Hirers should contact the Hall Manager for the latest information.

In future for events with more than 30 people Hirers will need to take additional steps to ensure the safety of the public in relation to COVID-19. We may require Hirers to operate a booking system and or providing attendants 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.