

EAST MALLING INSTITUTE HALL

Special Conditions of Hire during COVID-19 UPDATED February 2022

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

While the Government has signalled the ending of Covid restrictions from 24th February, Covid remains a risk.

We ask that you observe the following requirements and recommendations in order that more vulnerable people feel safe using this hall

Important

it is up to you to carry out your own risk assessment for your activity

SC1: You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the attached poster (also displayed at the hall entrance), in particular using hand sanitiser supplied.

SC2: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have COVID-19 symptoms or have tested positive for COVID-19.

SC3: We recommend that you clean touch surfaces at the commencement of and regularly during your hire, paying particular attention to equipment such as tables, wash hand basins/taps, door handles and kitchen sinks. Sanitising wipes are useful for this purpose. Please clean surfaces used before leaving. Please take care cleaning electrical equipment - use cloths - do not spray!

SC4: Keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC5: As far as possible, we recommend you encourage social distancing between people who do not have regular contact.

SC6: For the safety of others, mitigation measures such as face coverings are recommended if your event is likely to be very busy or crowded and when using confined areas such as toilets and corridors.

SC7: 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 ensuring they can access the toilets or other confined areas without compromising social distancing.

SC8: Arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, 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.

SC9: 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.

SC10: 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, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC11: For events which are likely to be more busy or crowded we recommend that you provide attendants or stewards to seat people, and invite people to use toilets in the interval row by row.

SC12: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other where possible.

SC13: If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home and move them to the designated safe area which is the Committee Room. Contact the rest of your group if possible. Inform the Chairman or Booking Clerk as soon as quickly as possible.

SC14: Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with current guidance issued by the relevant governing body for your sport or activity.

- See 'Covid Secure Poster' on next page -

UPDATED MARCH 2022

East Malling Institute Hall

PLEASE HELP KEEP VULNERABLE USERS of THIS HALL SAFE from COVID

- 1. Please do not enter if you or anyone in your household is unwell or has COVID-19 symptoms, or have tested positive and their recommended self-isolation is not complete.**
- 2. Use hand sanitiser when entering the building.** Clean your hands often. Keep surfaces clean.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with.**
- 4. It is recommended that you wear face coverings in confined areas (eg toilets, corridors) and at busy / crowded events**
- 5. "Catch it, Bin it, Kill it".** Avoid touching your face, nose, or eyes. Put tissues into one of the bins or rubbish bags provided, then wash your hands.
- 6. Open windows for ventilation**
- 7. Close doors and windows on leaving**