

DANEHILL MEMORIAL HALL RE-OPENING: 1. QUESTIONNAIRE

1. Name of User

2. Name of person completing the form:

Address

.....

Postcode

Email

Home/mobile tel.

3. Date(s) or day(s) of the week of your requested hire

.....

4. Time of commencement of your requested hire.....

5. Period of hire (adequate to include the necessary cleaning by you as set out in the Hirer's Risk Assessment}. hours

6. Any further comments

.....

PLEASE NOTE:

Please sign and date, signifying your agreement to the contents of this Questionnaire, Hirer's risk assessment and Special Conditions of Hire during COVID-19 and to the Hall holding your data only for the purpose of s managing bookings, finances, events and publicity, all relative to the Hall.

.....

Signature

.....

Date

DANEHILL MEMORIAL HALL RE-OPENING. SPECIAL CONDITIONS OF HIRE RELATIVE TO COVID-19

SC 1 The Hirer is responsible for ensuring that those attending their activity or event comply with the Covid-19 Secure Guidelines shown on the attached poster(s), also displayed in the Hall, in particular using the hand sanitiser supplied when entering and leaving the Hall, and after using tissues.

SC 2 The Hirer undertakes to comply with the actions identified in the Risk Assessment prepared by the DMH Committee, a copy of which has been provided.

*SC 3 The Hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basin, touchable parts of chairs, and all surfaces likely to be used during their period of hire and **before** other members of their group or organisation arrive at the Hall, and to keep the premises clean through regular cleaning of surfaces during the period of hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or their own ordinary domestic products, and on leaving, for cleaning these items again.*

(Note: please take care when cleaning electrical equipment. Use cloths – do not spray!]

*SC4: The Hirer is responsible for ensuring that everyone likely to attend their activity or event understands that they must **NOT** attend if they, or anyone else in their household, has had Covid- 19 symptoms in the last 48 hours, and that if they develop such symptoms within 10 days of visiting the Hall, they **MUST** seek a Covid-19 test.*

SC5: The Hirer is responsible during the period of hire for keeping the Hall well ventilated, with windows and doors, other than fire doors, if applicable, open as far as convenient and on leaving the Hall, for ensuring that they are all securely closed.

*SC6: The Hirer will be responsible for ensuring that at any one time no more than 40 persons are in the Main Hall, **including** no more than 10 in the Committee Room, 4 in the Kitchen, 2 in the Entrance hall, and 2 people in each suite of toilets, that everyone attending maintains 2m social distancing while waiting to enter, or to exit, the Hall, or shall remain in their vehicle, observe the one-way system within the Hall, and as far as possible maintain social distancing of 1m plus mitigation measures when using, as briefly as possible, more confined areas (e.g. when moving or stowing equipment, and accessing WCs).*

SC7: The Hirer 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 WCs, Kitchen or other confined areas, without compromising social distancing.

SC8: The Hirer will arrange the layout of their activity or event as far as possible to facilitate social distancing of 2m between individual persons or groups of up to two households or 1m, plus 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. The Hirer will place tables, allowing a minimum distance of 2 metres across the table between persons who are face to face.

*SC 9: The Hirer **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email address of all those who attend their activity or event (at least*

one member of any group of up to 6 people or 2 households must provide details). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the Hirer's own NHS QR poster to register their attendance and by keeping a record of any who do not register using their smartphone app and that NHS QR poster. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

SC 10: The Hirer will be responsible for the disposal of all rubbish created during their activity or event, including tissues and cleaning cloths, and for their removal, when they leave the Hall.

SC 11: The Hirer will encourage everyone likely to attend their activity or event to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it must be consumed while seated. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a film, play or concert, to those with a ticket for consumption at their seat. If food and drink is served at tables the Hirer MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

[For Ashdown Café this continues to read: The Hirer will be responsible to ensure that all food and drink will be served to customers at their table, that all crockery and cutlery is washed in hot, soapy water, dried and stowed away. They will bring their own clean tea towels, so as to reduce risk of contamination between hirers and take them away. The DMH Committee will provide washing up liquid and washing up cloths.]

SC 12: The DMH Committee reserve the right to close the Hall if they have safety concerns, for example, if someone who has attended the Hall develops Covid-19 symptoms and thorough cleaning is required, or if it is reported that the Hirer or any other hirer, has failed to comply with these Special Hiring Conditions, or in the event of change of governmental or other requirement. The Committee will do their best promptly to inform the Hirer of such closure, who will not be charged for such hire.

SC 13: If any person exhibits suspected Covid-19 symptoms while at the Hall, the Hirer shall take them to the designated safe area i.e. the Committee Room, provide tissues, bin or plastic bag, and bowl of warm, soapy water for handwashing and shall ask those attending to provide their name and contact telephone number or email address, if not already provided, and then leave the Hall, observing the required hand sanitising and social distancing precautions, and advise them to launder their clothes on arriving home, and inform the DMH Bookings Secretary/Chairman.

SC 14: For activities or events involving more than 30 people, the Hirer shall be responsible for taking additional steps for the safety of the public relative to Covid-19 and for preventing large gatherings from taking place, e.g., by operating a booking system or by providing attendants to ask people to seat themselves furthest from the entrance on arrival, those seated closest to the exits to leave first and, in the interval, and by inviting people, row by row, to use the WCs.

SC 15: Live performances e.g. drama and music are not currently permitted, to avoid risk of aerosol or droplet transmission. For this reason, the Hirer is responsible to

- a. avoid people needing unduly to raise their voices ((e.g. by not playing music or broadcasts at a high volume)*
- b. ensure that seats are booked in advance, & 2 empty seats left between household groups*

SC 16: The Hirer is responsible to arrange online or cashless payments, if possible, but if not, that cash payments and donations, are handled in the Hall by a single individual wearing gloves.

SC 17 Other special point, as appropriate: The Hirer may ask those attending to bring their own equipment and, if so, not to share it with other members and shall, as far as possible, avoid using equipment which is difficult to clean, and ensure that any equipment they provide is cleaned before and after use, before placing it in the Hall's storage areas, if applicable.

By order of the Danehill Memorial Hall Management Committee, May 2021

DANEHILL MEMORIAL HALL RE-OPENING: POSTERS to be exhibited in the Hall

A. HELP KEEP THIS HALL COVID – 19 SECURE

1. **You must not enter these premises, if you or anyone in your household has Covid – 19 symptoms.**
 2. **If you develop Covid – 19 symptoms within 7 days** of visiting these premises alert NHS Track and Trace. Alert the Bookings Secretary or Chairman and the organiser of the activity or event that you attended.
 3. **Maintain 2 metres social distancing as far as possible.** Wait behind the marked lines as you go through the entrance hall to your activity or event and observe the one-way system marked.
 4. **Use the hand sanitiser provided** on entering the premises.
 5. **Avoid touching your face, nose or eyes.** Clean your hands if you do.
 6. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
 7. **Check that organisers of your event have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the Hall between each hire.
 8. **Take turns to use confined spaces e.g. corridors, kitchen and WC areas.** Standing or sitting next to someone is a lower risk than doing so, opposite them. Briefly passing them another person in a confined space is a low risk.
 9. **Keep the Hall well ventilated. Close doors (other than fire doors) and windows on leaving.**
 10. **Wash your clothes when you arrive home to reduce the risk of transmission.**
- The Hall was last cleaned at [insert time] am/pm on [insert date].

B. CORONAVIRUS

STAY ALERT TO STAY SAFE

To control the risk of infection

Limit contact with other people

Keep a safe distance from others

Wash your hands the moment you get home

For more ways to stay safe go to [gov.uk/coronavirus](https://www.gov.uk/coronavirus)

- STAY ALERT**
- CONTROL THE VIRUS**
- SAVE LIVES**

(plus signs for Entrance and Exit, One way system, Contents of Covid – 19 First Aid Box kept in Committee Room, Use of hand sanitiser on entry & Hand washing).

DANEHILL MEMORIAL HALL RE-OPENING: RISK ASSESSMENT FOR HIRERS (SAMPLE)

Hirers are encouraged, in consultation with their regulatory authorities and national associations where applicable, to produce their own Covid-19 Risk Assessment for their use of DMH, as a supplement to any previous Risk Assessment they have provided for “standard”, i.e. pre Covid-19 risks. Otherwise the Mitigations to be undertaken by the Hirer set out below, and compliance with the Special Conditions, posters and other signage exhibited in DMH are a minimum requirement.

Area of risk	Identified risk	Mitigations by Hirer (mandatory)
Cleanliness of Hall and equipment especially after hires	Other hirers or Hall cleaner fails adequately to clean Hall or equipment. Hirer leaves Hall or equipment without cleaning.	<i>Check when the Hall is cleaned and ensure regularly used surfaces cleaned before, during/after hire, e.g. tables, sinks, door, toilet handles.</i>
Social distancing and vulnerable people	Social distancing not maintained. More people arrive than expected.	<i>Comply with social distancing as far as possible, use one-way system, & limitations on numbers. Advance bookings for performances, 2 empty seats between household groups (“bubbles”).</i>
Respiratory hygiene	Transmission of infection & contamination of premises	<i>1. observe NHS Catch it, Bin it, Kill it poster in the Hall. 2 encourage their group not to touch mouth, eyes and nose. 3. provide tissues, 4. ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</i>
Hand cleanliness	Transmission of infection & contamination of premises	<i>Advise their group to use sanitiser on entering/leaving DMH, wash hands regularly using soap & paper towels.</i>
A person exhibits Covid-19 symptoms at the Hall	Transmission of infection & contamination of premises	<i>Hirer to move person to Committee Room, (with dedicated First-aid box and plastic chair), obtain contacts, inform DMH Bookings Secretary or Chairman.</i>