

CLIFFORDS MESNE VILLAGE HALL

HEALTH, SAFETY AND HIRING REGULATIONS

Hirers must agree to comply with all the following regulations

Doors

- Unlock front door during hall use, unlock rear doors if access from outside required i.e. for disabled access, and lock all doors and windows on leaving the premises

Fire

- There is no telephone in the hall or the phone box, therefore hirers will need a mobile phone to summon help in the event of a fire or other emergency occurring
- Check location of extinguishers and exit lights before using hall facilities
- Familiarise themselves with the evacuation procedure (found on notice board) in case of fire – rear doors are fitted with push bar escape locks
- Relay the above information to all users

Lights, heaters, cooker and fridge

- Exit lights must be switched on at dusk
- Lights, heaters, cooker, water heater and fridge to be turned off on leaving premises

Health and safety

- There is no telephone in the hall or the phone box, therefore hirers will need a mobile phone to summon help in the event of an accident occurring
- Users should assess the risks of any proposed activity in order to minimise the possibility of injury to users
- Details of any accident should be written in the Accident Book found in the kitchen and reported to the named person as instructed in the front of the book
- A First Aid Box can be found in the kitchen
- Smoking is banned in the hall and surrounding grounds
- No children under 5 years of age to be allowed in the kitchen

Under 18's

- A responsible adult (the hirer or agreed named proxy) will be present to supervise under 18's

Licences

- The hall is licensed for a maximum of 60 persons.

Alcohol

- The Licensing Act 2003 must not be contravened. Those wishing to sell alcohol can obtain information from the Licensing Department of the Forest of Dean District Council

Entertainment

- The hall is covered by an entertainment licence BUT
- Hirers using the hall for commercial purpose will require an additional licence if music is to be played. Information can be obtained from the Licensing Department of the Forest of Dean District Council

Damage or Loss

- Hirers will be responsible for any damage or loss to the premises and contents caused directly by the event and/or participants, over and above that which can be considered 'fair wear and tear'
- Tables, chairs, crockery and cutlery are not to be removed from the premises

Infection control

- Hirers will remove all rubbish and dispose of this responsibly
- Hirers will leave the premises clean and tidy

CLIFFORDS MESNE VILLAGE HALL COMMITTEE

Cliffords Mesne Village Hall

Covid 19 Advice for Hirers 16th September 2021

ON MONDAY 19TH JULY 2021 THE UK GOVERNMENT RELAXED THE REGULATIONS PREVIOUSLY IN FORCE AND THE MAJORITY OF RESTRICTIONS ARE BEING LIFTED. THE VILLAGE HALL COMMITTEE CONSIDER THAT, DUE TO THE PREVALENCE OF THE COVID VARIANTS CURRENTLY RIFE IN THE POPULATION, AND FOR THE BENEFIT OF THE COMMUNITY AS A WHOLE, IT WOULD BE WISE TO CONTINUE TO OBSERVE CERTAIN AREAS OF THE PROTOCOLS SPECIFIED IN THE SPECIAL COVID 19 TERMS AND CONDITIONS THAT HAVE BEEN IN FORCE UNTIL THIS TIME. TO THIS END PLEASE FIND BELOW OUR GUIDANCE AND RECOMMENDATIONS FOR THE FORESEEABLE FUTURE WE ARE NOT ASKING YOU TO SIGN AND ACCEPT THIS DOCUMENT AS A CONDITION OF HIRE, BUT HOPE THAT YOU WILL JOIN WITH US IN OUR EFFORTS TO PROTECT ALL OF OUR USERS AND THE WIDER PUBLIC AS A WHOLE

- 1: **Hand sanitisers** will remain in place at all key points and we would ask all Users to make use of these as before
- 2: **You should be aware of all attendees** at each event, so that in the event of a subsequent positive test of an attendee, you can inform all those who attended of the situation.
- 3: **Whilst the premises will be cleaned** on a regular basis, we will not be able to clean between each hire. We recommend that you clean 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 the products supplied. Please take care cleaning electrical equipment. Use cloths - do not spray!
- 4: **You must 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 10 days**, and that if they develop symptoms within 10 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact. They must also seek a Covid-19 Test. The contact details of attendees mentioned in 2 above will be relevant in this case
- 5: **We recommend you 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. Ensure handles and catches are sanitised.
- 6: **Restrictions on hall capacities** will be lifted and return to normal but please ensure you are able to keep social distancing if appropriate. You may want to restrict access to the toilets so that no more than one person waits to use the toilets at one time. Each toilet has a VACANT/ENGAGED slider sign.
- 7: **Face coverings** are no longer a legal requirement. Whilst proven to be very effective in the containment of airborne virus particles, this is very much a personal choice
- 8: **We still recommend you position furniture** or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair distance between each person, rather than face to face. If tables are being used, they are best placed so as to maintain a reasonable distance between people who are face to face e.g. using a wide U-shape.
- 9: **You will be responsible for the disposal of all waste** created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, before you leave the hall. Any kitchen equipment used must be washed in hot soapy water. We will provide washing up liquid, cloths and tea towels. This is any case normal practice in non-Covid times
- 10: **We still 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 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.
- 11: **In the event of someone becoming unwell** with suspected Covid-19 symptoms while at the hall, you should remove them to a safe area, where they should remain until transferred to home or hospital. Ensure you have the contact details of all others in the group as specified in SC2, then leave the premises, observing the usual hand sanitising and social distancing precautions, launder their clothes. Inform the hall Bookings contact as soon as possible. Report the incident to **TRACK & TRACE**. **THESE RECCOMENDATIONS ARE SUPPLIED TO ENSURE OUR HALLS REMAIN COVID 19 FREE AND TO PROTECT YOU THE USERS AND THE COMMUNITY FROM CONTRACTING COVID 19. YOUR COOPERATION IS VERY MUCH APPRECIATED**