

# MAYFIELD SCOUTS & GUIDES HALL

## COVID-19 SPECIAL CONDITIONS of HIRE

Effective from 1<sup>st</sup> August 2021 until further notice

Please read carefully and note that by signing your booking form you are also agreeing to these Special Conditions of Hire, which are supplemental to, and not a replacement for, the Mayfield Scouts & Guides Hall's ordinary Terms and Conditions of Hire.

**Whilst the government has relaxed Covid regulations from 19<sup>th</sup> July 2021, Mayfield Scouts & Guides Supporters Management Committee wish to help both hirers and attendees feel safe and confident in using the premises for a variety of activities. We are therefore requesting all hirers, and their attendees, to follow the guidelines below as a Condition of Hire until further notice. The Lead Organiser (see below) is responsible for ensuring that these guidelines are followed, and any blatant disregard of these obligations may result in future bookings being cancelled or refused.**

### Maximum Number of Attendees

**Although social distancing is no longer mandatory, the maximum number of people allowed in the building at any one time will, until further notice, be 25. This will allow some degree of distancing to be maintained if desired by users.**

This is to be used in conjunction with the Mayfield Scouts & Guides Hall Covid-19 Risk Assessment and Terms and Conditions of Hire.

### Lead Organiser (L.O.)

Every group must appoint a Lead Organiser (L.O.) who will be responsible for ensuring all the procedures are followed and for unlocking and locking the hall.

If the normal L.O. is unavailable, his/her nominated deputy must be made aware of all procedures and the Booking Secretary advised of any changes.

The L.O. can delegate specific roles to other group members, (eg monitoring entry/exit; names and contact details for test and trace), but ultimately they remain responsible for ensuring these procedures are followed.

### Covid-19 Symptoms & Test & Trace

The L.O. will make sure that everyone likely to attend the 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. They should also alert you as the organiser/hirer, and you **MUST** alert Nicky Higgins on 01435 873054 or Graham Holland on 07527 037283.

If anyone experiences Covid-like symptoms during your hire, you must isolate them in the Kitchen and follow your risk assessment procedure to vacate the hall. You **MUST** contact Nicky Higgins or Graham Holland as above.

### Opening the Hall

Although every hirer is asked to follow the hall hire exit procedures, the Management Committee cannot guarantee that the previous hirer has followed these correctly. On entry you may wish to wipe down key surfaces/switches/handles that you know your group will be touching during your hire.

### Furniture

Although chairs remain colour-coded (coloured tape on legs), all chairs are available for use.

### Tables

Tables are available in the Storeroom.

### Kitchen

Only 2 people are allowed in the kitchen at a time.

Preparation and serving of light refreshments is permitted, and hirer's may use the kitchen equipment and crockery, provided that items are appropriately cleaned to a high standard. You may prefer to request attendees to provide their own cups/mugs.

Hirers' risk assessments must state what procedure they are following for their attendees to partake of refreshment.

## **Toilets**

All toilets may be used. Please ensure that you have adequate procedures to remind attendees to wash hands thoroughly after using toilet facilities.

## **Entering the Hall**

Everyone will enter and exit through the main doors and is expected to use the alcohol-based sanitising gel in the foyer on entry.

**The L.O. is responsible for ensuring that contact details of each attendee are recorded for NHS Test & Trace purposes and retained for a minimum of 21 days.**

Attendees are also able to use the Hall's NHS Test & Trace app QR code that is displayed in the main Hall.

## **Exiting the Hall**

The L.O. is responsible for ensuring a controlled, socially distanced, exit and for encouraging attendees to use the sanitising gel as they exit the external doors.

## **Cleaning by the Management Committee**

The Management Committee is responsible for the cleaning of the toilets and every effort will be made to ensure this is done frequently. The Hall will have a thorough clean at least once a week.

## **Cleaning by the Hirer**

In addition to the recommended cleaning on entry mentioned above, the L.O. is responsible for sanitising key touch points eg door handles, light switches.

## **Hire times**

Every hirer is being allocated an extra 15 minutes before and after their hire times, free of charge, to allow for any extra cleaning they are required to do.

## **Cleaning materials available at the Hall**

Hand sanitiser

Anti-bacterial spray and disposable cloths

Disposable gloves

## **Risk Assessments**

Before any hire can commence, the hirer must submit a risk assessment to the Management Committee.

For regular hirers, a new risk assessment must be submitted if the format of a meeting differs from the norm. A template for the hirers' use will be sent with the Hall's Risk Assessment.

## **Face Coverings**

In accordance with the latest government guidelines, face coverings are not mandatory but you may wish to encourage their use for arrival to and departure from the Hall, and for part or all of the event dependent on its nature.

## **Cancellation of hire**

The Management Committee reserve the right to cancel any bookings where:

- a) the hirer is found to not be following the Special Conditions of Hire
- b) the hirer has not submitted their risk assessment
- c) the government advice on the use of community buildings changes
- d) a previous hirer has advised that an attendee has tested positive for Covid-19, and a sterilisation period or additional cleaning is required.

The Mayfield Scouts & Guides Supporters Management Committee will amend the Covid-19 Special Conditions of Hire in accordance with the latest government advice.

**Mayfield Scouts & Guides Supporters Management Committee have undertaken extensive risk assessments and measures to protect all hall users, hirers, and staff from the risks of the transmission of COVID-19. We have clear guidance in place for anyone who enters the facility to follow to minimise the risk of transmission. In turn we are not liable for the transmission of the virus to anyone who has attended the facility unless in any way this is due to our clear negligence. It is the Hirer's responsibility to in turn follow all measures in place to minimise this risk and their own negligence.**