Appendix E

THE LUXFORD CENTRE

Special Conditions of Hire during COVID-19 – February 2022
Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

While the Government has signaled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

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), including using the hand sanitizer supplied.

SC2:
You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

SC3:
You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and advise the organizer of the event. Notify NHS test and trace if the result is positive if still applicable.

SC4:
You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.
Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5:
You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6:
You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than [60] people attend your activity/event in the Main Hall and (15) in the Small Hall, in order that social distancing can be maintained.

SC7:
You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.
SC8:
You will 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.

SC9:
You will 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.

SC10:
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. [All other rubbish should be taken away with you when you leave the hall.]

SC11:
Food or drink should if possible be consumed while seated.

SC12:
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.

SC13: For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC14: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

SC15:
If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home or move them to the designated safe area (Ladies toilet at end of corridor.) The emergency kit is available in the main hall providing tissues and a bin or plastic bag, washing of hands in warm soapy available in the safe area/emergency room. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the Luxford Centre contact immediately. 07754937456 or 01825764287.

SC16:
Other special points as appropriate.
E.g. Where a sports, exercise or performing arts activity takes place:
[You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity]
E.g. Where a group uses their own equipment:
(You will ask those attending to bring their own equipment and not share it with other members] or [You will ensure that any equipment you provide is cleaned before use and before being stored in the hall].

Appendix F

LUXFORD CENTRE COVID-19 Risk Assessment for re-opening Village and Community Halls –January 2022

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system. **We ask that you continue the Covid Secure measures that were in place prior to 19.7.21 where possible as many clientele are vulnerable. Wear a mask when moving about, Wash hands well, sanitise hands, sanitise touch points ,ventilate**

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes – see also additional note to individual hirer.
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE for use in the event deep cleaning is required. Masks are mandatory indoors unless eating and drinking.	Staff/volunteers and hirers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. Advise hirers.

Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers hirers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Discuss situation with those over 70 situation with staff/volunteers/hirers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff, trustees, volunteers and hirers regularly to see if arrangements are working.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Hirers must keep a list of those attending and keep for 3 weeks. It is important people know they can raise concerns.
Social Distancing is still advisable. Risk to hirers/event organisers and to those attending the hall	Risk of people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle	Adjust hire conditions to cover this Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements. s this a	Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves for cleaner.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide bin in hallway and main hall. Empty regularly. Try to maintain a one way system.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	

Main Hall	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser. Indications are that the virus spread is mainly aetrosol based, so soft furnishings, photos etc. not frequently touched less of a risk. . One way system as above.
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	The cushioned chairs are regularly sprayed. Hirers to sanatise touch points of the chairs prior to the hire and after hire.	Hirers to sanatise touch points prior to use and after use.

Tyler Room and upstairs room.	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. No lying on the floor. Wipe shared copier etc.	Equipment in the eaves cupboard to be sanitised before use and after.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker	Hirers are asked to control numbers using the kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use and after. No sink washing of crockery. Dishwasher only to be used for crockery. Hirer bring own tea towels. Otherwise hirer to bring disposable cups. Encourage hirers to bring their own food and drink.	Unless using the dishwasher, disposable cups, preferably recyclable ones should be used.

Cleaner's Store cupboards	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms/Eaves	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Equipment to be sanitised before and after use. Use gloves to handle. Sanitise touch points. Hirer to control accessing and stowing equipment to encourage social distancing.	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing disability toilet at one time, with attention to more vulnerable users. (This is the only toilet available) Hirer to clean all surfaces etc before public arrive. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper. Hirer know where to replenish.

January 2022DS