

# **St. Mary Magdalene Parish Church Hall**

## **Special Conditions of Hire in respect of COVID-19**

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

Government regulations, and guidance for the safe use of multi-purpose community facilities, have now been withdrawn. However it has been made clear that the risk of Covid-19 has not gone away, and that we all have a personal responsibility for taking precautions. This means making informed decisions, and acting carefully and proportionally to manage the risk to ourselves and others.

As such, whilst the Parochial Church Council have re-opened the hall for community use, we will ask all users to follow certain conditions.

Our intention is to keep all users as safe as possible, to prevent transmission of the Covid-19 virus between users of the hall, whilst making the hall available as much as possible. We ask for the support of all hirers in order to allow us to achieve this goal for the maximum number of users.

### **SC1: RISK ASSESSMENT**

- You, the hirer, will be responsible for carrying out a risk assessment relating to the event or activity for which you are hiring the Hall.
- We have provided some general advice to help you, but you will need to identify specific risks that may be associated with the activity you are undertaking.
- This does not need to be a complicated document. However if you require advice you can contact a member of our Parochial Church Council (David King) via mob. 07923497439 or email [davidalunking@hotmail.com](mailto:davidalunking@hotmail.com)
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### **SC2: CLEANING**

- You should be aware that whilst routine cleaning of the Hall will take place we are unable between bookings to carry out a cleaning regime of the Hall, or the furniture or equipment used that is to the standard required for the prevention of Covid-19.
- Where this is an issue for you, or those taking part in your activity, the onus will be on you to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, chairs, door and toilet handles. Ordinary domestic products can be used for this purpose. Any cleaning materials brought and used by hirers should be removed by them and safely disposed of at the end of their hire.
- Please take care cleaning electrical equipment. Use cloths - do not spray!

### **SC3: HEALTH**

- You should advise anyone who has displayed COVID-19 symptoms in the last 7 days not to attend. They should get advice from the NHS website or ring NHS Direct on 111.
- If someone falls ill with COVID-19 symptoms whilst at the hall, you are advised to terminate event and have all attendees leave quickly to minimise transmission. Give a list of attendees to the authorities, and immediately inform hall management.
- If someone falls ill with Covid-19 symptoms within 5 days after attending an event at the hall, inform hall management and other event attendees. Provide a list of all attendees to the authorities.

***I have read, understand, and accept the above conditions in respect of Covid-19 regarding the hire of St. Mary Magdalene Parish Church Hall:***

*Signed:..... Print Name: ..... Date: .....*