

## **DARNHALL VILLAGE HALL ACRE MODEL HIRING AGREEMENT – 2016 EDITION**

This document is a modification of a Model Hiring Agreement provided for Village Halls by ACRE (Action with Communities in Rural England).

Darnhall Village Hall Management Committee informs hirers of the Hall that by signing an agreement to use the Hall they are entering into a contract that could be used in evidence should legal action become necessary.

*NB. See COVID-19 related appendices at the end of this document.*

### **DATED:**

### **PARTIES:**

- Darnhall Village Hall Management Committee, referred to as DVHMC
- The person or organisation hiring the Hall as shown on the Booking Form

### **AGREED as follows:**

Throughout this Agreement:

- Darnhall Village Hall, where referred to as “we”; “our”, is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents, and invitees
- The person or organisation named as hirer on the Booking Form is referred to as “you”; and “your” is to be construed; accordingly, “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents, and invitees
- Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Caretaker or, if the Caretaker is not available, the Parish Clerk ([clerk@darnhallparish.co.uk](mailto:clerk@darnhallparish.co.uk))

In consideration of the hire fee described in the booking arrangements, we agree to permit you to use the premises for the purpose described and for the times described in the Booking Form. The details inserted below are terms of this Agreement.

This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

### *Date(s) required*

These are the dates and times entered on the completed booking form

Day(s) Month

Time required (Hours)

## Preparation

### *Village Hall*

(a) Authorised Representative Ms Angela Hancock  
Address: c/o Darnhall Village Hall, Hall Lane, Darnhall CW7 4DG  
Telephone Numbers & Email 07872059558 [anghank1264@gmail.com](mailto:anghank1264@gmail.com)

### *Hirer*

As named on the booking form where contact details are also entered

- (a) Name
- (b) Organisation
- (c) Name of Organisation's Authorised Representative Address, Telephone Numbers & Email

### *Hire Fees*

The Management Committee requires a bond to be paid when making a booking of £25. This can be paid either via cash/cheque or by BACS (account details on request).

Optional additional condition for use with commercial hirers:

“Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.”

### *Premises*

The booking agreement covers the part(s) of the premises specified on the booking form

### *Purpose/description of hiring*

These purposes are specified on the booking form

### *Other Terms*

- Will tickets be sold for your event? Yes/No

- Is food to be provided at the event? Yes/No
- Is alcohol to be provided at the event? Yes/No
- Will there be exhibition of a film? Yes/No
- Will live music be performed or recorded music played? Yes/No

You agree not to exceed the maximum permitted number of people per room including the organisers/performers.

The hall does have a licence: with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN. There is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement - as signed on the booking form, duly authorised by DVHMC, and as signed by the Hirer as described on the Booking Form

### **STANDARD CONDITIONS OF HIRE**

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

#### *Age*

You, not being a person under 18 years of age, hereby accept responsibility for overseeing and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

#### *Supervision*

During the period of the hiring, you are responsible for:

- Supervision of the premises, the fabric, and the contents.
- Care of the premises, safety from damage however slight or change of any sort; and
- The behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

#### *Use of premises*

You must not use the premises, including the car park, for any purpose other than that described in the Agreement and must not sub hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

#### *Insurance and indemnity*

You are liable for:

- Costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
- Costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our Wi-Fi service (if any)
- The cost of repair of any damage (accidental and malicious) done to any part of the premises including its curtilage or its contents
- The cost of repair of any damage (including accidental and malicious damage) done to our Wi-Fi service. • All claims, losses, damages, and costs made against or incurred by us, our employees, volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service, and
- All claims, losses, damages, and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

We will take out adequate insurance to ensure the liabilities described above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities also described above. We will claim on our insurance for any liability you incur but you must indemnify us against: -

- Any insurance excess incurred and the difference between the amount of the liability and the monies we receive under the insurance policy.
- Where we do not insure the liabilities described above, you must take out adequate insurance to insure such liability

and on demand must produce the policy and current receipt or other evidence of cover to our Caretaker. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer. • We are insured against any claims arising out of our own negligence.

#### *Gaming, Betting, and lotteries*

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

#### *Music Copyright licensing*

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

#### *Music*

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

#### *Film*

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

### **SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

### **PUBLIC SAFETY COMPLIANCE**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Caretaker. You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- Location of fire-fighting equipment is detailed in paperwork in the Hall
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location first aid boxes (cupboard under serving hatch far kitchen and under the sink in the Meeting Room).

In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked, and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

## **NOISE**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## **DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- No one attending the event consumes excessive amounts of alcohol
- No illegal drugs are brought onto the premises.
- Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

## **FOOD, HEALTH AND HYGIENE**

You must, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

## **ELECTRICAL APPLIANCE SAFETY**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

## **STORED EQUIPMENT**

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- Your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- Your failure to dispose of any property brought on to the premises for the purposes of the hiring.

## **SMOKING**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. There is a purpose built receptacle on the wall to the right of the main door to the foyer.

## **ACCIDENTS AND DANGEROUS OCCURRENCES**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book, to be found in the kitchen.

## **EXPLOSIVES AND FLAMMABLE SUBSTANCES**

You must ensure that:

- Highly flammable substances are not brought into or used in any part of the premises.

- No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) are erected without our consent.

### **HEATING**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

### **ANIMALS**

You must ensure that guide dogs, hearing dogs and assistance dog owners are allowed on the premises.

### **FLY POSTING**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition, you may be prosecuted by the local authority.

### **SALE OF GOODS**

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. You must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

### **WIFI SERVICES**

When using the Wi-Fi service, you agree at all times to be bound by the following provisions: Not to use the Wi-Fi service for any for the following purposes:

- Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, or otherwise objectionable material or otherwise breaching any laws.
- Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability, or otherwise breaches any applicable laws, regulations, or code of practice.
- Interfering with any other persons use or enjoyment of the Wi-Fi service; or
- Making, transmitting, or storing electronic copies of material protected by copyright without permission of the owner

You are obliged to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- If you use any equipment which is defective or illegal.
- If you cause any technical or other problems to our Wi-Fi service.
- If, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service.
- If you resell access to our Wi-Fi service; or
- If you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.

It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage, and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.

We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression, and network congestion.

In addition:

- We may collect and store personal data through your use of our Wi-Fi service.
- We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.

By using our Wi-Fi service, you agree to the terms of this clause. Our Wi-Fi service is owned/funded by Darnhall Parish Council. If you would like more information or object to these terms, you should speak to the Darnhall Parish Council.

## **CANCELLATION**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we will, at our complete discretion, require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- Our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other

- legal or statutory requirements, or
- Unlawful/unsuitable activities will take place as a result of this hiring.
  - The premises becoming unfit for your intended use.
  - Emergency requiring use as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters.
  - In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

### **END OF HIRE**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

### **NO ALTERATIONS**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations, or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them, and you must make good to our satisfaction any damage you cause to the premises by such removal.

### **NO RIGHTS**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

## APPENDIX A

### DARNHALL VILLAGE HALL

Special Conditions of Hire during COVID-19

Updated 26<sup>th</sup> March 2021

Version 9

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

#### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

#### **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 be responsible for cleaning 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

#### **SC4:**

You will 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

**SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:**

You will ensure that no more than [30] people attend your activity/event in the Main Hall and (15) in the Small Hall, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and such groups do not mingle. (You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g., moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than [one] persons use each suite of toilets at one time.

**SC7:**

You 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 toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 2 households or 1m with 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, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g., using a wide U-shape.

**SC9:**

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

**SC11:**

Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink MUST cease before 10pm (i.e., be cleared away by then). If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

**SC12:**

We 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 if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, 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.

**SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [Storage Room]. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Caretaker on [contact no: 07872059558].

**SC14:**

For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**SC15:**

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g., refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:**

Other special points as appropriate.

E.g., Where a sport, 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 avoid using equipment,

which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall].

**SC 17:**

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

**SC 18:**

Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.

## APPENDIX B

### DARNHALL VILLAGE HALL HELP KEEP THIS HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 10 days of visiting these premises alert NHS Test and Trace. Alert the hall cleaner on [07872059558] and alert the organiser of the activity you attended. You must seek a COVID-19 antigen test.
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 and observe the one-way system marked.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided. 5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
5. Face coverings **MUST** be worn unless an exemption applies to a person (e.g., for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (e.g., when taking part in an activity to which an exemption applies). This is a legal requirement.
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 the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We [do our best] clean all surfaces at the hall between each hire.
8. Take turns to use confined spaces such as corridors, kitchen, and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. Keep the hall well ventilated. Close doors and windows on leaving.
10. Wash your clothes when you get home to reduce risk of transmission.

## APPENDIX C

### COVID-19 Risk Assessment for re-opening Village and Community Halls – March 2021 VERSION 9

#### References to groups of 6 or 2 households adjusted and removal of information about shielding/vulnerable groups being advised to stay at home.

This document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

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 or adjust signage e.g., engaged/vacant.

#### Important Notes:

- The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
- This document is not intended to be comprehensive, and DVH cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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	Insert Date completed and any notes.
<p><b>Staff, contractors, and volunteers</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV 19 on the premises. Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall.</b></p> <p><b>Staff/volunteers provided with protective overalls and gloves.</b></p> <p><b>Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties.</b></p> <p><b>Follow PHE guidance and PPE if deep cleaning is required.</b></p>	<p>Staff/volunteers may need guidance as to cleaning.</p> <p>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.</p>
<p><b>Staff, contractors, and Volunteers</b> Think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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.</p> <p>Mental stress from handling the new</p>	<p><b>Discuss situation with volunteers 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.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

	situation.		
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<p>Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <math>\leq 6</math>.</p>	<p><b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</b></p> <p><b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed e.g., to seating arrangements.</b></p>	<p>Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, i.e., mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
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<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g., tissues.</b>  <b>Wear plastic gloves and remove.</b></p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>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.</p>	<p><b>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser to be provided by hall</b></p>	<p>Hand sanitiser needs to be checked daily.  Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p><b>Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hirers</b></p>	

	<p>Soft furnishings which cannot be readily cleaned between use.          Projection equipment.          Screen. Window curtains or blinds          Commemorative photos, displays.          Social distancing to be observed</p>	<p><b>before use or by hall cleaning staff.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.          Provide hand sanitiser.</p>
<p>Upholstered seating</p>	<p>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, i.e., more frequently.</p>	<p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b>  <b>Avoid anyone else touching them unless wearing plastic gloves.</b>  <b>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs.</b>  <b>Ask those moving them to wear plastic gloves.</b></p>	<p><b>NO Upholstered seating in the DVH</b></p>

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas          Door and window handles          Light switches          Tables, chair backs and arms.          Copier, laminator, shredder.          Floors with carpet tiles less easily cleaned.</p>	<p><b>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. Wipe shared copier etc.</b></p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.          May provide a “kettle point” to avoid two groups using the same kitchen.  <b>NO SMALL MEETING ROOM DVH</b></p>
<p>Kitchen</p>	<p>Social distancing more difficult          Door and window handles          Light switches          Working surfaces, sinks          Cupboard/drawer handles.          Fridge/freezer          Crockery/cutlery          Kettle/hot water boiler</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p>	<p>Cleaning materials to be made available in clearly identified location, e.g., a box on one of the kitchen surfaces, regularly checked and re-stocked, as necessary.  <b>Consider closing kitchen if not required or restricting access.</b></p>
	<p>Cooker/Microwave</p>	<p><b>Hirers to bring own tea towels. Hand sanitiser, soap, and paper towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	
<p>Store cupboards (cleaner etc.)</p>	<p>Social distancing not possible          Door handles, light switch</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	

Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re arrangement or additional trolleys will facilitate social distancing. <b>THIS IS THE Covid isolation area</b>
Indoor Toilets	Social distancing difficult. Surfaces in frequent use (door handles, light switches, basins, toilet handles, seats etc.) Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc. before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.  <b>ENGAGEMENT SIGN IN OPERATION</b>
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	
Stage	Curtains Social distancing Lighting and sound controls	<b>Consider tying backstage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.</b>	<b>NO STAGE AT DVH</b>

Changing Rooms	Outdoor toilets can be opened but it is not compulsory.	<b>If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage</b>	See Government Guidance for councils on opening public toilets <b>NO CHANGING ROOM FACILITIES IN DVH</b>
Events	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</b> <b>Cash payments/donations to be handled by one individual wearing gloves.</b>	See Appendix J 10.

<p>Playground, Play equipment and Outdoor gym equipment</p>	<p><b>Covid-19 Risk Assessment required if re-opened.</b>  <b>People at risk: clinically vulnerable children or adults, older relatives.</b>          If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves.          Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents.          If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p><b>Sun and rain reduce the risk by reducing the period over which the virus remains active.</b>  <b>If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</b></p>	<p>See Appendix I for sample notice, adjust to suit.  <b>NOT APPLICABLE CURRENTLY TO DVH</b></p>
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## The Darnhall Village Hall RISK ASSESSMENT PROTOCOL Appendix D

### HELP KEEP THIS HALL COVID-19 SECURE

#### Guidelines for volunteers and contractors

**Facial Masks should be worn at all times unless medically exempt.**

1. **You must not enter 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 Test, Track and Trace. Alert the Caretaker on 07872059558.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall if there are several of you and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided in the bathrooms and there are sanitiser dispensers throughout the hall.
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 bins provided. Then wash your hands.
7. If you are in the hall to clean or for any other committee or maintenance purposes, you have a responsibility to follow safe practices and our covid guidelines. This means that you should clean door handles, light switches, and all surfaces before you touch them. *If moving furniture or cleaning toilets etc. the recommendation is that you can wear the clothes that you would normally use to clean, this could be your own apron, overall or rubber gloves which you should wash when you get home. If you feel more comfortable using disposable PPE, a supply will be provided in the hall.* Please wipe down tables etc. before you move them. There is some advice that when flushing toilets, you should lower the lid first. If washing crockery and cutlery, ensure that these are washed in warm soapy water and dried thoroughly and replaced in the cupboards or placed in the dishwasher. Please take the tea towels home and wash on a 60-degree wash or arrange for them to be washed by the nursery using their washing machine.
8. *When you have finished cleaning, please complete the cleaning record on display in the toilets and in the file kept underneath the desk in the foyer.* Clean all surfaces that you have touched before you leave the hall.
9. Ensure that you are familiar with the risk assessment.
10. Please take care when cleaning electric equipment, do not use a spray, use a wipe!
11. If you are taking part in a committee meeting at the hall you should ensure that the chairperson or a designated other has cleaned the surfaces and the hall in accordance with guidance for all hirers. We are all responsible for staying alert.
12. If attending a meeting, the furniture should be arranged to ensure social distancing.
13. Take turns to use confined spaces such as corridors, kitchen, and toilet areas. One person at a time to use the bathrooms. Please clean the bathroom surfaces using the cleaning material provided.
14. Standing/sitting next to someone is lower risk than opposite them. Briefly passing another person in confined space is low risk.
15. Keep the hall well ventilated, open doors and windows while you are working in the hall. Close doors and windows on leaving.

**16.** Wash your clothes when you get home to reduce risk of transmission.

**17.** Please sign the logbook to record your visit

## **CONTRACTORS**

### **In addition to the above**

**18.** You should complete your own risk assessment of the work that you have been asked to carry out and make every arrangement to ensure that you work in a Covid secure way. You are responsible for protecting any staff that you engage to work with you and for ensuring that they comply with the above guidance. You will be asked to lodge a copy of the risk assessment with the Caretaker.

## APPENDIX E

### DARNHALL VILLAGE HALL COVID – 19 FIRST AID BOX

- Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)
- Plastic face shield – for the responder
- Pocket pack of tissues
- Hand soap in pump dispenser
- Small hand sanitiser gel
- Disposal apron e.g., plastic sleeveless or cheap overalls
- Small packet of anti-bacterial wipes
- Rubbish bags x 2 (so disposables can be double bagged). The outer one marked “Covid waste”
- Washing up bowl for handwashing

A Plastic chair has been placed in the isolation space with a notice above.

Laminated instructions for how to respond are attached to the box and a laminated copy of sheet is in the box. All hall users are made aware of this box when first use the facilities.

## APPENDIX F

### DARNHALL VILLAGE HALL COVID-19 TREATMENT PLAN

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

1. Send them home immediately
2. Ask other members of your group to provide their contact details if you do not have them already.
3. Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
4. Advise them to launder their clothes when they arrive home.
5. Inform: Caretaker Mrs Angela Hancock 07872059558
6. If unwell person needs to wait for a lift: -
  - a. Remove them to the safe waiting area, which is in the storeroom – a chair and washing bowl should already be there.
  - b. Put on a mask, face shield, gloves & apron to protect yourself.
  - c. Provide them with tissues, plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels.
  - d. Wait for responsible committee member to arrive
  - e. Once home – launder all of your clothes and wipe and disinfect your car.

*Note that the waste should be double bagged and kept for 72 hours before being collected.*

## APPENDIX G

### DARNHALL VILLAGE HALL NHS TEST AND TRACE QR CODE

From 24 September 2020 the Regulations for the collection of contact details require every hirer or organisation using a community hall to comply with the obligation to either collect individual contact details of their participants or ask participants to scan the QR code displayed at the hall.

The hall is expected to register for an NHS QR code and display the official NHS QR poster at or inside the entrance. A hall must also keep records of hirer's contact details. A hall will also need to either collect contact details of participants at their own meetings and events or ask participants to scan the QR code displayed at the hall. Hirers must keep a contact details of any participants who do not scan the QR code for 3 weeks after each event.

For practical purposes this means that the premises must register for an official NHS QR code and display the official NHS QR code poster, although some hirers may choose to obtain their own code and poster, which they display at the entrance of the room or hall that they are using before their activity starts. For some hall with only a few hirers who are willing to do this, that responsibility could be placed on the hirers.

The important principle to remember is that the system is intended to capture information about with whom people have been in close proximity, not necessarily very precise details of the place where that contact took place.

Official NHS QR posters can be generated online. Click the links to register and generate a poster. There is more information about NHS QR codes and how to generate them on the NHS COVID-19 app website. Village Halls and community halls need to reinforce the obligation on hirers to keep records through the Special Conditions of Hire Appendix E, Clause SC9

This guidance is at: Maintenance records of staff, customer, and visitors to support NHS Test and

Trace. Further points:

1. The aim is that those attending can use the QR code if they wish to do so.
2. Village and community hall committees and managers organising activities at the hall will have to comply, including for their own committee meetings.
3. Community halls with no postcode can use that for the nearest available property.
4. Halls with several rooms in use for different activities will need to consider how to avoid the same code being used for two or more activities happening at the same time. This will be covered if hirers have their own QR code for the activity they are running.
5. Organisers of activities can decide how to collect and keep contact details, which should be collected at the point visitors enter

the premises if not collected in advance. If on paper it needs to be kept out of public sight and securely stored. People who choose to 'check' in using the official NHS QR code do not need to provide contact details. Use of the NHS QR code cannot be made a precondition of entry (individuals have the right to choose how to provide their contact details).

6. If there is an outbreak associated with a venue, a message will be sent to the relevant app users with the necessary public health advice. Places of worship, including when the venue is used for community activities, are not included but are strongly encouraged to maintain staff and visitor logs and to display an official NHS QR code poster. Consent should be sought from individuals entering.
7. If a visitor interacts with only one member of staff e.g., hairdresser the staff name should be recorded alongside the name of the visitor.
8. A record of all staff working on the premises on a given day, the time and contact details must be kept. This covers anyone providing a service or activity including volunteers. This would include cleaners, caretakers and those working in offices such as Parish Council staff.
9. Booking systems can serve as the source of information collected. (Visitors can still scan the official NHS QR code if they wish, to help remind them where they have been if asked by NHS Test and Trace.)
10. The NHS COVID-19 app is only able to scan official NHS QR code posters. If another QR code system is being used to collect contact details, you should switch to the official NHS QR code system.
11. If someone does not wish to share their details, entry does not have to be refused but visitors should be encouraged to share their details to support the NHS Test and Trace. The accuracy of the information provided will be responsibility of the individual who provides it. However, entry must be refused to cafes (including community cafes), bars and Social clubs, when the police can be called if required.
12. Exempt visits: Details are not required from: A police officer or emergency responder on duty, supplier or contractors making deliveries or collections, those under the age of 16, if someone does not have the mental capacity to provide their contact details.
13. **Failure to comply with collecting details and maintaining records is punishable by a fine. The fixed penalty is £1,000.**
14. Records should be maintained for 21 days then securely disposed of or deleted, unless also collected for another purpose. All collected data must comply with GDPR.
15. NHS Test and Trace or Public Health Officers will ask for these records only where necessary e.g., if the premises have been identified as the location of a potential COVID-19 outbreak. The name of the person who has tested positive must not be shared with anyone else, so as to respect individuals' privacy. You must share the requested information with NHS Test and Trace as soon as possible to help minimise the onward spread of COVID-19. If you receive a request for information from NHS Test and Trace, this does not mean you must close the hall. NHS Test and Trace will, if necessary, undertake an assessment and work with you to understand what actions need to be taken.
16. If a staff member or visitor tells you they have tested positive for Covid-19, you should tell them to stay at home and self-isolate as soon as possible (along with the rest of their household) and encourage the individual to inform NHS Test and Trace of their recent contacts. If they refuse or are unable to do so you can inform NHS Test and Trace, because it is in the public interest to do so, but you must not use the information you have collected to contact other people, NHS Test and Trace have authority to

do so if required. If social distancing has been carefully observed, they may need only to contact the “rule of 6 or household/bubble” group (if any) with whom the person attended. If you identify that there is more than one case of COVID-19 on your premises, you should contact your local health protection team to report the suspected outbreak. The contact for NHS Test and Trace is 0300 0135 000 or <https://contact-tracing.phe.gov.uk/>.

17. A poster bearing the same QR code will be required at other entrances to the same premises, such as changing rooms, but not at exits such as fire doors. Clubs providing team sporting activities which have their own premises (e.g., a pavilion) will need their own poster. A poster is not required for a public toilet serving an outside area such as a garden.