

**Strumpshaw Community Hall
Standard Conditions of Hire**



For the purposes of these conditions, the term “Hirer” shall mean an individual hirer or where the Hirer is an organisation, the authorised representative. As a condition of hire, the Hirer accepts these Standard Conditions of Hire.

The term ”Premises” means Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS

1. Booking

a. The Premises may be booked in accordance with the available times and at the costs agreed.

b. The Hirer is required to pay the full amount of the hire cost no later than seven days before the event.

The Hirer may also be required to pay a Special Deposit on the date of booking.

The Special Deposit will be refunded within fourteen days after the event provided all conditions of hire have been met.

c. A full refund will be given if cancellation by the Hirer occurs at least seven days before the event. Any cancellations later than this will be at the discretion of the Community Hall Committee (“the CHC”).

d. Bookings of the Premises are available between 06.00 hours and 23.00 hours. The Hirer will have access to facilities for the period booked. Any extensions to time must be agreed in advance or subsequently reported, but must not interfere with events booked before or after the Hirer’s session.

If the booking is for a period ending at 23.00 hours, the Hirer will ensure that all persons have vacated the Premises and the adjoining the car park by 23.30 hours.

e. The CHC reserves the right to cancel a hiring by giving at least seven days notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the CHC reasonably consider that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer .

In any such case the Hirer shall be entitled to a refund of any Special Deposit or hire fees already paid, but the CHC shall not be liable for any resulting direct or indirect loss or damages whatsoever.

2. Premises and Facilities

a. The Hirer must be over 18 years of age and provide a named contact with a telephone number. This named person will be the Responsible Person for the security of the Premises and be liable for any costs incurred through the loss of keys or any other aspects where these conditions are not observed.

b. The Hirer is, during the period of use, responsible for supervision of the Premises, the fabric and

the contents; their care, safety from damage, however slight or change of any sort; and the behaviour of all persons using the Premises whatever their capacity. This includes proper supervision of car parking arrangements in the adjoining car park so as to avoid obstruction of the highway and ensure safe parking with other car park users. Car Parking for users of the Premises is prohibited in Mill Meadow. The Parish Council accepts no liability for any loss, theft or damage to vehicles.

(c) All damage and loss must be reported to the CHC and may be chargeable.

3. Use of Premises

The Hirer shall not use the Premises 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 written permission from the CHC. An abbreviated copy of the insurance policy is displayed in the Premises and a full copy is available upon request.

4. Legal

a. The Hirer must ensure that the terms of every statute, regulation or other requirements authorising or regulating how the Premises are used, are complied with and that any licence or regulation which is required is in place. Without prejudice to the generality of the foregoing, this may include:-

- for the preparation, serving or sale of food.
- for the sale of goods on the premises.
- for the use of live or recorded music, showing of films, staging of plays, public dancing or other similar public entertainment.
- in accordance with laws relating to gambling, betting and lotteries.
- in accordance with The Children Act 1989, the Safeguarding Vulnerable Groups Act 2006 and subsequent legislation .

b. The Hirer agrees to pay all charges and other liabilities for damage etc. as a result of the Hirer's use of the Premises and the adjoining car park.

5. Liabilities and indemnity

a. The Parish Council and the CHC shall not be liable to the Hirer or to any person using or entering the Premises or the adjoining car park whilst the Premises are in the use of the Hirer, for personal injury or for damage to, loss or theft of any property brought onto the Premises or the adjoining car park.

b. The Hirer shall fully and effectively indemnify the Parish Council and the CHC, its officers and agents against all claims made by, and liability to, any person in respect of such damage, loss or theft.

c. The Hirer shall indemnify the Parish Council and the CHC in respect of the cost of repair of any damage done to any part of the Premises and contents during or as a result of the Hirer's use and in respect of any liability to third parties or otherwise arising out of use of the Premises by the Hirer.

d. The Hirer shall be responsible for using the Premises in a safe manner and making adequate arrangements to insure against third party claims which may arise out of its use.

6. Disclaimer

- a. The Parish Council and the CHC do not warrant that the Premises is fit either legally or physically for the Hirer's purpose.
- b. The Hirer is responsible for any accident or injury arising out of the use of the Premises or the adjoining car park by the Hirer. It is the responsibility of the Hirer to perform any necessary 'Risk Assessment' and ensure that the Premises are safe for the purposes of the Hirer.

7. No Transfer

- a. The benefits of a booking may not be assigned or transferred, in whole or in part, to any other person or party, and the Premises or any part of it may not be used by any person other than the Hirer and those permitted under his or her hiring.
- b. The Hirer acknowledges that no tenancy is intended to be created between the Parish Council/ the CHC and the Hirer and no relationship of landlord or tenant exists between them.

8. Rights of Access

- a. The Parish Council and the CHC or their representatives reserve the right to enter the Premises at any time.

9. Safety

- a. The Hirer is responsible for ensuring that any electrical appliances brought onto the Premises and used there are safe, in good working order, and are used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- b. The Hirer is responsible for ensuring that no highly flammable substances are brought into, or used in any part of the Premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without the prior consent of the CHC. Without prejudice to the generality of the foregoing, this shall include the prohibition of open air helium balloons, fireworks, Chinese Lanterns and all other such objects.
- c. The Hirer is responsible for ensuring that no unauthorised heating appliances are used on the Premises. Portable liquefied propane gas (LPG) heating appliances must not be used.
- d. The Hirer is responsible for calling the Emergency Services for any accident, incident or fire and for reporting this immediately to the CHC. The full postal address of the Premises is Mill Road, Strumpshaw, NR13 4FS and the What 3 Words reference is Ruling, Ruling, Butcher
- e. The Hirer must ensure that all exits, emergency exits and fire appliances on and in the Premises are free from obstruction, and available for use at all times during the period of use.
- f. A basic First Aid box and Accident Report Book are located on the shelf by the hatch to the kitchen of the Premises. The CHC must be informed of the incidence of any accident or injury. All accidents must be recorded in the Accident Report Book
- g. The Hirer acknowledges that instruction has been received in the following:-
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Premises.
 - The location and use of fire fighting equipment.
 - Escape routes, the need to keep them clear and the signs that illuminate them.
 - 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.

10. Noise

The Hirer must ensure that in order to avoid disturbing neighbours of the Premises the minimum of noise is made on arrival, during use and on departure, particularly late at night and early in the morning.

11. Drunk and disorderly behaviour and supply and illegal drugs

The Hirer must ensure that in order to avoid disturbing neighbours of the Premises and avoid violent or criminal behaviour:

(1) no drinking takes place outside the Premises. No drinking is permitted on the adjoining car park or grounds.

(2) no one attending the event consumes excessive amounts of alcohol

(3) no illegal drugs are brought onto the Premises or the adjoining car park.

Drunk and disorderly behaviour is not permitted either on the Premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the Premises and the adjoining car park and grounds in accordance with the Licensing Act 2003.

12. Smoking

The Hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder, and also ensure that no vaping takes place in the Premises. The Hirer must ensure that anyone wishing to smoke does so outside in the designated smoking area and disposes of cigarette ends, matches etc. in a tidy and responsible manner in the bins provided.

13. Animals

The Hirer shall ensure that no animals (including birds) except Guide and Hearing dogs and Registered Assistance Animals are allowed on the Premises, other than for a special event authorised by the CHC. No animals whatsoever are to enter the kitchen of the Premises at any time.

14. No alterations

The Hirer must ensure that no alterations or additions to the Premises are made nor fixtures, placards, decorations or other articles installed or attached in any way to any part of the Premises or the adjoining car park without prior written approval from the CHC. In the discretion of the CHC, any approved alteration, fixture or fitting or attachment may remain in the Premises or adjoining car park at the end of the hiring. Such items will become the property of the Parish Council unless removed by the Hirer and any damage to the Premises or the adjoining car park caused by such removal will be made good by the Hirer to the Parish Council's satisfaction.

15. End of Hire

The Hirer is 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. All rubbish must be removed from the Premises.

Failure to adhere to this condition may result in a deduction from the Special Deposit.



Special Conditions of Hire during COVID-19

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 and exiting the hall and after using tissues.

SC2:

You will ask those attending to recognise that each individual attending the Community Hall is responsible for maintaining an appropriate social distance.

SC3:

You will carry out a risk assessment for your activities based on the risk assessment pro forma that we have provided.

SC4:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC5:

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, using either the products supplied (which will be in the cleaners cupboard) or your own ordinary domestic products. You will be required to clean again on leaving. You will keep a record of this cleaning. Please wear plastic gloves when moving and cleaning the chairs and tables. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC6:

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 10 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.

SC7:

You will keep the names, addresses, and telephone numbers of those attending your event in line with the General Data Protection Regulations for 21 days after each event and will then destroy such information.

SC8:

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

SC9:

You will ensure that no more than 25 people attend your activity/event if seated or 35 people if no seats are used, in order that social distancing can be maintained. If you plan to use the tables you will limit the number attending to a maximum of 14 if no-one is from the same household or social bubble or 21 if some of those attending are from the same household or social bubble as each other. When you expect that those attending will be over 70 or clinically vulnerable you will limit the number attending to 10 for seated events. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

SC10:

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 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.

SC11:

You will ensure that those attending your event exit through the south facing fire door.

SC12:

You will require users to wear face coverings. The current Government guidance is that wearing face coverings in Community Centres is mandatory.

SC13:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least 1 metre between each person, rather than face to face. If tables are being used, you will place them so all participants are seated side by side and not facing each other. You will follow the photographic guidance about the positioning of seats and tables.

SC14:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, before you leave the hall and you will take this rubbish home for disposal.

SC15:

If you intend users to consume food or drink you will encourage them to bring their own

food, drinks and utensils as the kitchen will be closed. It will not be possible to wash utensils. Utensils should not be shared.

SC16:

If those attending need to use a toilet you will ensure that only the disabled toilet is used.

SC17:

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 these Special Conditions of Hire 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. You will not be charged for any hire where you have not breached these conditions.

SC18:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should check that you have the contact details for all those attending, close the event and send everyone attending home. You should advise them to launder their clothes when they arrive home. You must advise your Community Hall Committee contact immediately if such an event occurs.

SC19:

(Where your group uses your own equipment). You will ask those attending to bring their own equipment and not share it with other people. You will not store your equipment at the Community Hall.

SC20:

You will ensure that no cash is handled at the Community Hall for payments, refunds or any other reason.

Approved by Strumpshaw Parish Council 10th August 2020



COVID-19 Risk Assessment for the Community Hall - July 2020, based on the sample provided by ACRE

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new Government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by Government and local authorities.

The potential mitigations are in three categories:

Bold - Actions based on Government advice (i.e. should be considered mandatory)

Italic - Actions that are strongly recommended by ACRE

Normal - Actions that the Parish Council should consider

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
<p>Volunteers and contractors - Identify what work activity or situations might cause transmission of the virus and likelihood those working in the hall 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</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell displayed at the entrance to the Community Hall.</p> <p>Volunteers to be provided with protective overalls and disposable gloves.</p> <p>Contractors to provide their own PPE.</p> <p>Volunteers to be advised to wash outer clothes after cleaning duties.</p> <p>Contract cleaners to provide PPE for use in the event deep cleaning is required.</p>	<p>HH to buy plastic overalls and rubbish sacks</p> <p>Contractors</p> <p>Cleaning company</p>	<p>Volunteers 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.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
<p>Volunteers and contractors</p> <p>Think about who could be at risk and the likelihood that volunteers and contractors could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>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 situation.</p>	<p>Volunteers and contractors in the extremely vulnerable category are advised not to attend work for the time being.</p> <p><i>The current situation should be discussed 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.</i></p> <p><i>Talk with Councillors, CHC members and volunteers regularly to see if the arrangements are working.</i></p>	<p>DV/HH</p> <p>DV/HH</p> <p>DV</p>	<p>Volunteers and contractors will need to be warned immediately if someone who has been on the premises is tested positive for COVID-19.</p> <p>Details of a person's medical condition must be kept confidential, unless the volunteer agrees it can be shared.</p> <p>People should raise with HH & DV any concerns regarding vulnerability and stress</p>
<p>Events</p>	<p>More people arrive than the revised capacity can accommodate</p> <p>Handling payments</p>	<p>Ask hirers to limit the number of people attending.</p> <p>Require hirers to arrange cashless payments.</p>	<p>Hirers</p> <p>Hirers</p>	<p>In special conditions of hire</p> <p>In special conditions of hire</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
Car Park/paths/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre waiting areas outside the entrance with tape to encourage care when queueing to enter.</p> <p>Encourage users to walk or cycle to the Community Hall, and in any case to maintain social distance in the car park and surrounding grounds.</p> <p>Cleaner to be asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>DV/HH</p> <p>BH</p> <p>SC - in draft contract</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>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
Entrance hall/lobby/corridors	<p>Possible “pinch points”. Busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><i>The main pinch point is the corridor from the entrance to the main hall door. This needs to be marked with social distance spaces.</i></p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser provided by the door to the hall.</p> <p>Hand sanitiser needs to be checked after each hire.</p>	<p>HH/DV</p> <p>Hirers</p> <p>CHC members</p>	<p>In special conditions of hire</p>

Main Hall	Door handles, light switches, window catches, tables, table trolleys, chair trolleys,	Door handles, light switches, window catches, tables and other equipment used to be cleaned by hirers before and after use. Those moving the tables and table trolleys should wear plastic gloves	Hirers - in special conditions of hire	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.
	Chair backs and seats	Those moving and cleaning the chairs should wear plastic gloves	Hirers - in special conditions of hire	Chair seats should not be sprayed.
	Projection and AV equipment, equipment cupboard, microphones, activators	To be cleaned by hirers if used	Hirers - in special conditions of hire	Cloths should be used on the AV equipment
	Social distancing to be observed Windows to be opened to improve natural ventilation	<i>Social distancing guidance and window opening to be observed by hirers in arranging their activities.</i>	Hirers - in special conditions of hire	<i>Hirers to be encouraged to wash hands regularly</i>
	One way system for entry and exit to be in operation, with entry by the main door and exit by the south facing fire exit	Hand sanitiser provided by the south facing fire exit Hand sanitiser needs to be checked after each hire	CHC members	Require hirers to take their rubbish home with them for disposal. - in conditions of hire

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
Kitchen (when use is allowed)	When the kitchen is opened: Social distancing more difficult Door and window handles Light switches Working surfaces, sinks, bowls Cupboard/drawer handles. Fridge, microwave (when provided) Crockery/cutlery Kettle/hot water boiler	Hirers are told the kitchen is closed <i>Require hirers to bring their own food, drink and utensils for the time being.</i>	BH BH	Close kitchen for the time being. Special conditions of hire SC 15.
Cleaner's cupboard	Door handles, light switch	Cleaner to decide frequency of cleaning.		
Storage Room (furniture/equipment) Storage room/electronic equipment	Social distancing more difficult Door handles (both sides of door), light switch. Equipment needing to be moved Electronic equipment needs to be treated sensitively	Hirer to clean equipment required before use. Hirer to control the use and storage of equipment to encourage social distancing. Hirer to ensure that electronic equipment that has been used is wiped down	Hirers - in special conditions of hire Hirers - in special conditions of hire Hirers - in special conditions of hire	Store one trolley of chairs and two trolleys of tables in the main hall Ensure electronic equipment is not sprayed with cleaner or disinfectant.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who is responsible	Notes
Disabled toilet	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing unit, mirror.	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive and at the end of the hire period</p> <p>Ensure vacant/engaged signage is used</p>	<p>Hirers - in special conditions of hire</p> <p>Hirers - in special conditions of hire</p> <p>Hirers - in special conditions of hire</p>	Ensure soap, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Plant room	Door handle, light switch Social distancing not possible	Cleaner to decide frequency of cleaning.		This room is not accessible to hirers.

Approved by Strumpshaw Parish Council 10th August 2020

COVID-19 Risk Assessment for hirers of the Community Hall - July 2020 - based on advice from Action with communities in Rural Areas

This document is a guide to help hirers produce their own COVID-19 risk assessment for the use of the Community Hall. It is intended as a supplement to a group's ordinary Risk Assessment.



Area of Risk	Risk identified	Actions to take to mitigate risk	Who?	Notes
Cleanliness of hall and equipment, especially after other hires	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required.</p> <p>Our group leaves hall or equipment without cleaning.</p>	<p>Group to check with their Community Hall Committee contact when the hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.</p>		<p><i>If your group uses its own equipment (e.g. floor mats) you will require them to take their equipment home with them and not store it in the Community Hall.</i></p>
Managing Social distancing and especially people attending who may be vulnerable	<p>People do not maintain 2 m social distancing, or 1m. with mitigation of opening windows, wearing face coverings and requiring hand sanitising or washing</p>	<p>Advise group they must comply with social distancing as far as possible and use one-way system.</p> <p>Adopt seating layout advised.</p> <p>Require group to follow the one way system of entry through the entrance lobby and exiting through the south facing fire exit.</p>		<p>Tell group members that the kitchen is closed, and to bring their own food, drink and utensils.</p> <p>Avoid queues for the toilet in the entrance hall.</p>

Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues. Ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.		Remember to bring tissues and hand sanitiser. Remember to empty any bins used and take the rubbish home for disposal.
Hand cleanliness	Transmission to other members of group and premises	Advise group members to use sanitiser on entering and exiting the hall, and to wash hands regularly using soap and electric hand dryer.		
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Close the meeting/event immediately. Ensure that the organiser has contact details for all those attending. Send all participants home. Tell the Community Hall contact		

Approved by Strumpshaw Parish Council 10th August 2020



HELP KEEP THIS HALL COVID 19 SECURE

You must not enter if you or anyone in your household has COVID-19 symptoms.

If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert the Community Hall Committee on 01603 716811 or 01603 714497 and alert the organiser of the activity you attended.

Maintain 2 metres social distancing as far as possible: Wait behind the markings as you go through the entrance area to the main hall.

Use the hand sanitiser provided on entering and exiting the premises. Clean your hands often. Soap and an electric hand dryer are provided.

Avoid touching your face, nose, or eyes. Clean your hands if you do.

“Catch it, Bin it, Kill it”. Tissues should be disposed into one of the rubbish bags provided. Then wash or sanitise your hands.

Check the organisers of your activity have cleaned door handles, tables, chairs, other equipment, sinks and surfaces before you arrived. Keep them clean. We cannot clean all surfaces at the hall between each hire.

Take turns to use confined spaces such as corridors 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.

Keep the hall well ventilated. Close doors and windows on leaving.

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