

SPECIAL CONDITIONS OF USE FOR MORNINGTON HALL FOR BUSINESS USE OR SOCIAL GATHERINGS DURING THE COVID-19 CRISIS.

These special conditions should be read in conjunction with the ‘Conditions of Hire –revised July 2019’

Context:

CADOS maintain and manage Mornington Hall on a voluntary basis. It is on a fully maintaining lease from Waltham Forest Council. Mornington Hall has been in receipt of financial support from the Government’s Retail Hospitality/Leisure scheme. Income from hiring the hall is the only way of covering the rent payable to the Waltham Forest Council, under the terms of the lease.

In normal circumstances, groups of people who book the hall are involved in very varied activities. Some of those activities will now be designated as ‘High Risk. The return of these activities must be guided by the hirers’ national governing body, plus government advice.

However, there are other hirers who could configure the premises to ensure their arrangements would not breach current government guidelines on social and physical distancing. Those groups will be able to return provided the special conditions below are met. Hirers may be limited to certain areas of the building. This will be agreed in advance.

The garden area of the hall can also be organised to allow for social distanced activity, but provision must be made in case of rain. The capacity of the hall (normally 80) will be set by the management according to the nature of the activity and the risk assessment provided. This will be reviewed regularly.

Additional Conditions of hire:

You, the hirer, Will be responsible for ensuring that those attending your activity or event comply with the special conditions below, and adhere to the COVID-19 secure Guidelines displayed at the hall entrance, in particular using hand sanitiser or washing hands when entering and leaving the hall and after using tissues.

A Risk Assessment (RA) must be submitted to, and approved by, the Hall management, taking into account the particular activity planned, before any booking is accepted. A Risk Assessment (RA) requires safe physical spacing and shortest contact times together with PPE (if necessary or desired) and as a minimum should include the measures below.

The Hirer will be responsible for the implementation of the RA, and the supervision, safety, control stewarding, admission & removal of those attending the hiring & will provide a sufficient number of suitably qualified persons to carry out these responsibilities. The Voluntary Hall Manager (VHM) will approve the risk assessments with advice from a professional Safety Officer.

The Hirer must inform their customers/guests of the special Covid-19 rules before arrival. The Hirer must nominate a Covid Safety Officer (CSO) to carry out the duties listed below. Management reserve the right to close the hall if there are safety concerns relating to Covid-19. Should this occur, management will do their best to inform the hirer promptly, and there will be no charge for this hire.

Risk Assessment - Minimum Requirements.

Preparation of the hall and admitting customers/guests

- The CSO (using PPE) will enter the Hall at least 15 minutes before the gathering and prepare the area according to the approved RA. In the event that the CSO cannot attend a substitute should be nominated.
- All padlocks on the fire doors to be unlocked, in order to ventilate the room as necessary.
- All internal doors in permitted areas, including all toilets, but excluding the disability toilet, are to be latched/pegged open, so handles do not need to be touched.
- The kitchen and toilets adjacent to the kitchen will not be available, unless under special arrangement.
- All equipment brought into the premises must be sterilised or steam cleaned.
- You will be responsible for cleaning door handles, gate latches, 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 arrive, using your own domestic products. You will be required to clean again on leaving.
- A hand sterilising point should be set up near the entrance door, and outside the exit, and if necessary or desired, a one-way system of entry and exit should be signposted, using the front doors and the double doors towards the end of the hall, on the left. (unlocking the side metal gate and securing it open).
- Appropriate strength alcohol wipes or a suitable alternative should be made available to use during the hire for use if equipment or door handles etc. have been touched. Signage alerting users to the new rules should be displayed.
- If attendees are seated at tables, they should be at a safe distance and side by side rather than face to face.
- 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.

The CSO will: -

- Supervise arrivals, and ensure that people waiting to enter the premises maintain the required social distancing.
- Check that they understand that they **MUST NOT ATTEND** if they or anyone in their household has had Covid-19 symptoms in the last seven days, and if they develop symptoms within seven days of visiting the premises, they **must** use the test track and trace system to alert others with whom they have been in contact.
- Ensure the arrivals sanitise or wash their hands.
- Ensure arrivals have provided contact details and have confirmed they have agreed to adhere to the responsibilities required.
- Remind the attendees of the special rules at the start of the event.
- Ensure surfaces in the hall with which users will be in contact are cleaned thoroughly before and at the end of the hire with approved cleaning fluid and disposable cloths or wipes, paying particular attention to door handles, taps and other frequently used surfaces.
- Inform the VHM immediately if any attendees diagnosed with Covid-19 are notified to have attended the hall.

Attendees will: -

- Not attend should they feel ill or do not feel comfortable with the arrangements set out.
- Bring any PPE they require for their own comfort, including appropriate strength sanitisers for their personal hygiene.
- Bring any drinks, flasks or consumables (biscuits) for personal consumption.
- Obey the instructions issued by the CSO. (Non-compliance may result in being asked to leave the building).
- Move about maintaining safe spacing, using the toilets one at a time.
- On leaving, sterilise their hands once outside the Hall.
- Following attendance at the hall, inform the organiser if they have been asked to isolate or have been identified as being in contact with someone with Covid-19.

PLEASE NOTE

The space that is to be used will be cleaned and sterilised prior to each day's bookings. All surfaces are hard with no soft furnishings. Management cannot clean surfaces at the hall between each hire. There will be a weekly deep clean.

Appropriate preparation time will be agreed with the Voluntary Hall Manager. Please take care cleaning electrical equipment. Use cloths, - do not spray. Where possible attendees should be involved in static activity in allocated positions. Fitness classes may be run, subject to sports bodies' advice, in the Main Hall, or in the garden with the appropriate distancing. The trainer/instructor can be positioned on the raised area if necessary. Activities that involve physical contact between those not in the same household or bubble will not be permitted,

Updated 25/6/20 Jacky Logan