

LUNESDALE HALL, COVID 19, SPECIAL CONDITIONS OF USE

USE OF GROUND FLOOR ROOMS (A SEPARATE SET OF CONDITIONS COVERS THE FIRST FLOOR THERAPIST ROOM)

These Special Conditions of Use derive from the Covid 19 Risk Assessment carried out and agreed by the Lunesdale Hall Management Committee. The Risk Assessment was shared with current users and amended after consultation.

A number of actions identified in the Risk Assessment are the responsibility of the Hall Management Committee and these will be put in place in parallel to the issuing of these conditions. These conditions will be reviewed in the light of user experience and any changes in national guidance or legislation.

1. Nobody is to enter the Hall premises who has Covid 19, has symptoms of Covid 19 or has been in contact with someone who has the infection. The responsibility for this action lies with the users of the Hall, not the hirers.
2. Prior to the use of the Hall the hirer shall leave open the Bective Road and Hall entrance doors, thereby avoiding the need for users to touch door handles etc. After a period of use the hirer must wipe door handles and light switches, together with any other hard surfaces used during the hire.
3. Persons entering or leaving the building shall use the hand sanitisers in the Bective Road and Hall entrances.
4. No access should be permitted to the first floor of the premises if the hire is only for the ground floor rooms.
5. The only toilets available for use will be a toilet accessed off the Bective Road hall, which will be for males and females, and the disabled toilet. A sanitiser is located in or close to each toilet and must be used after any use of the toilet. Wipes are provided and should be used for wiping down the toilet and sink. The wipes must be placed in the bin and not put in the toilet bowl. Toilets should be used on the basis of one in/one out.
6. All waste generated shall be taken from the building and disposed of in a safe manner, other than the wipes used in the toilets.
7. Before, during and after use any IT, sound or projection equipment should be wiped with antibacterial wipes, particularly microphones or controls.
8. The kitchen may only be used with special permission – this should be requested at the time of booking. If the kitchen is used all crockery and plates must be cleaned in hot soapy water or in the dish washer and all surfaces, door handles, controls etc must be wiped down after use. Where possible the Management Committee will leave a gap between users of the kitchen.

9. The Bective Room can accommodate 14 seated or 10 standing at 2 metre social distancing. Given the size of this room it is not considered that 1 metre social distancing is appropriate, therefore the 2 metre numbers apply. See also condition 15 below re masks and condition 16 re social distancing.
10. The main Hall can accommodate 31 seated or 23 standing at 2 metre social distancing; and 59 seated or 91 standing at 1 metre social distancing, with risk mitigation. If hirers and attendees at a particular event are required to wear face masks, then given the size of the Hall, the 1 metre limits may be used. See also condition 15 below re masks and condition 16 re social distancing.
11. All tables used by hirers must be wiped down after use. If chairs are used these must be stacked away from the unused chairs – these will then be left for 48 hours before being used again. The hirer should notify the booking clerk of the number of chairs used, where they have been left and put a note on indicating that they should not be touched.
12. A one-way system must be used within the ground floor of the Hall, with users entering via the Bective Road entrance and leaving via the Hall doors, or vice versa. Individual hirers must make their own decision on which route to use and advise their users in advance of an event.
13. The stage may only be used with prior permission, such permission to be sort in advance of the event. If the stage is used then any equipment touched/used must be wiped down by the hirer.
14. It is the responsibility of the hirer to ensure that the use of the Hall being carried out is within the range of activities agreed by the Government and that all Government guidance in relation to that use is adhered to. If a hirer has carried out their own Risk Assessment then the actions resulting from this must be followed.
15. Hirers must ensure that users of the premises wear face masks other than when attending events involving the consumption of food or drink, or carrying out sport or other activities. If in doubt hirers should consult national guidance.
16. Hirers must ensure that for their period of use social distancing measures are enforced and that in particular arrangements are put in place to ensure that users arrive/leave at staggered times: that users are reminded to keep a social distance of 2 metres if possible and failing this 1 metre; and that tables and chairs are set out to observe these rules.
17. As far as possible hirers should keep windows and doors open during the period of hire - good ventilation can inhibit the spread of the virus.
18. Where hirers of the Hall take records of attendees, these should be retained in case a Track and Trace operation has to take place. Other hirers who do not normally keep a record of attendees are requested to keep a record if possible and retain this information.

