

Beckley Village Hall

BVH DN5 - E

Addendum to our Hire Terms during the COVID-19 risk period

Note: These conditions are supplemental to, not a replacement for our 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.

Governing body guidance: Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity.

Changing facilities: Those attending should arrive ready changed and travel home to change/shower. The male changing room is closed. The female changing room is reserved for an isolation room as below.

Kitchen: temporarily this is closed. If you wish to have any refreshments for your hire you should bring those yourself.

Store-room: temporarily this is closed but sufficient tables and chairs have been moved to the main hall

Foyer: this is reserved for the use of cleaning equipment which is left out on tables in the Foyer.

Payments: Our own bookings are all arranged on-line with our Booking Secretary and we recommend that commercial hirers avoid cash transactions with your customers.

Capacity figures and ventilation may need attention by some hirers: Doors should be open for ventilation. Capacity may need to be further reduced below that already reached for social distancing where high intensity exercise activity takes place, activity is not static, equipment is involved, or an instructor needs to move between groups of socially distanced people.

Dance and exercise: Temporary decorators tape (provided by Hall in Foyer) floor markings should be used to define spacing per individual and removed at end of hire. There must be no more than 12 people in an exercise class.

Equipment: You should avoid use of shared objects unless they can be cleaned between users. You should bring your own equipment such as mats and your own water bottles.

Car park area: Social distancing should be maintained.

Instructors running classes or clubs in several venues: If instructors are teaching at more than one venue then they must either maintain a 4m social distance or wear a mask. Exercises should so far as possible be kept to one location per person.

SC2:

You undertake to comply with the actions identified in the Hall's risk assessment, which can be found on our website - Document DN9 – C.

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

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your period of hire **before** other members of your group or organisation arrive, and to keep the Hall clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied (which will be in a clearly accessible location in the Lobby) . You will be required to clean again on leaving anything your members may have touched.

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 Hall well ventilated throughout your hire, with windows and doors open as far as convenient, especially the patio doors and opposite fire door. 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 in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that 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.

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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 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 name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required, in accordance with Public Health Regulations.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave the hall. Rubbish bags to line the bins are kept on display on the tables in the Lobby and should be disposed of at the end of hire and replaced with new.

SC11:

Users should bring their own drinks and food.

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 one of the changing room which is not otherwise used at this time and is labelled "Safe Area". Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in

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your group to provide contact details if you do not have them and then leave the Hall, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Booking Secretary whose details are on the Booking Form

SC14:

For performances and other events with seated audiences, you will provide attendants 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.

Where you use your own equipment 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.

You will not attempt to clean the following items, which will be the responsibility of the hall cleaner, and you should advise users to not touch such items with their hands:

- The upholstery on the chairs

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, eg refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

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.

SC17

These Hire Terms Addendum should be read and construed in accordance with the guidance in the attachments below provided by Community First, Oxfordshire..

SC18:

Further to clause 47 of the usual hire terms (BVH DN5 – A), any breach of the above Covid-19 specific terms may result in the Trust imposing a penalty equal to 100% of your deposit.

Attachments:

- 1 Management of Social Distancing at Community Facilities and Activities - A Risk Based approach

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- 2 Sample COVID-19 Risk Assessment for hirers of Village and Community Halls – September 2020
- 3 Performances in Village and Community Halls
- 4 Indoor and outdoor exercise and sport

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Attachment 1

Management of Social Distancing at Community Facilities and Activities A Risk Based approach

Following the end of lockdown community groups have needed to know whether or not they can once again use community facilities to hold their usual – or a version of their usual – activities and, if so, what conditions may be appropriate so as to reduce the risk of spreading infection and address fear.

The rules on social interactions for groups of up to 6

This Attachment has been reviewed and updated substantially to reflect the new regulations of 14th September 2020. (see also Section 2.2c of the Information Sheet and below, part B).

The Government Guidance for Community Facilities confirms activities hosting more than 6 can take place at community halls, within a hall's own capacity limits, providing people who attend in groups are in groups of up to 6, socially distanced from other groups. It also says (the bold italics are ACRE's insert): "Only where there is a *significant likelihood* of groups mixing and socialising (and where it would be difficult to prevent mingling and therefore breaking the law) should activities not take place in a community facility".

While some activities are listed as examples, that is a flag for organisers to take particular care if people attend or rehearse groups. Activities such as WI and amateur choirs are important for the wellbeing of individuals, particular those who have been isolated from the company of friends and family over the last six months. The emphasis in the Government Guidance is clearly on the need to conduct such activities safely, not to discourage them. It may be preferable for those organising activities which are likely to be attended by older or clinically vulnerable people to ask everyone not to attend in groups, but individually (or in a support bubble of 2), so that normal social distancing requirements apply to everyone and confusion is avoided.

A. Which activities can now take place?

The following takes a risk-based approach to a complex situation, bearing in mind: the hundreds of different kinds of organised activities which take place in or around village and community halls and playing fields; the important need to address isolation, loneliness and mental health issues; the needs of families with young people; the need to enable people to remain fit and healthy; and the need for people who normally earn a living around community facilities to do so. This note cannot cover every situation and is intended only as a guide to help halls draw up their own policy towards accepting bookings, with tips shared by halls, so that the Booking Secretary knows how to respond to requests.

The following should be considered in risk assessing whether each potential hirer can meet the COVID-19 secure guidelines.

- Can attendance at indoor activities be limited to the capacity figures the hall sets and will the organiser be able or willing to comply with social distancing requirements (see Section 2.2)? The regulations now allow groups of up to 6 to

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socialise together at an activity, as can larger groups from the same household, "bubble" or a linked household (making a "qualifying group" – see section B below), but mingling between groups is not permitted. (For brevity, reference below to groups of up to 6 includes "qualifying groups").

- What arrangements would be made if more people attend than the room has capacity for? A meeting which usually takes place in a committee room may need to be moved to a larger space to allow social distancing.
- The likely age of those attending. If 70 or over, or if clinically vulnerable, can arrangements be made to ensure 2m social distancing **throughout** their use of the premises, including when using toilets. (Shielding for the clinically vulnerable was paused on 1st August but their social interactions need to remain low and within the new group limit of 6).
- Are the organisers willing to clean regularly used surfaces before the event, while it takes place and before leaving?
- If activities are to be held outdoors what arrangements will be made in the event of rain or a cold snap, e.g. tents, umbrellas?
- Will other organisations be using the premises at the same time? If so, what arrangements will be made to avoid contact between the different groups e.g. staggered start/finish times, Occupied/vacant signage for toilets?
- If an activity will take place outside, will it require access to toilets? If so, a charge would be reasonable to help defray cleaning and other costs such as water rates and insurance.
- Will it comply with any Government Guidance for specific activities (eg places of worship if a religious ceremony is to take place, guesthouses and hostels if overnight accommodation such as cubs).
- Organisers may be following guidance issued by their own governing bodies (eg for sports), which may be more specific to their activity and should provide reassurance. If there is a slight difference between that guidance and the information here, it will be for the organiser to decide which to follow, bearing in mind changes in Government Guidance.

The following are all subject to relevant social distancing requirements, cleaning and hygiene being met. If an activity is not covered here, we suggest you look at the closest match:

Group 1: Permitted

- **Activities which provide essential services, or otherwise already permitted:** e.g. Pre-schools, food and medicine distribution, making PPE, Pop-Up COVID-19 testing, services by voluntary and charitable organisations. Retail activities such as Community Shops and indoor markets (e.g. Farmers Markets, Craft Markets, Antique Fairs, Xmas Fayres) must comply with Government Guidance for the retail sector.
- **Use by Schools:** Guidance has kindly been provided by the Charity Commission, which is available from your Network member if required.
- **Office and certain other forms of employment:** e.g. Building work to the hall, Parish Council, or other office, hire by local companies or organisations for training events, distribution purposes, video recording/transmission. A hairdresser or health

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therapist. The relevant Government Guidance for that type of employment should be observed.

- **Activities which can be held outdoors and where social distancing can be readily achieved:** e.g. dog training classes, a concert or Christmas market. As with indoor activities organisers will need to arrange activities so as to enable people to comply with the requirement that any groups are only up to 6 people, although there is an exception for organised sports and exercise classes. Events in public outdoor spaces organised by businesses, charitable, philanthropic or political organisations, and public bodies can take place provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance, and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 6 people. Equipment should be cleaned regularly e.g. gate latches, handles, balls etc. DCMS guidance permits personal training or coaching if people are able to follow social distancing guidelines. People who play team sports can now train together (e.g. hold fitness sessions). See Attachment 4 and link to DCMS guidance in Section 6.
- **Activities held indoors where smaller numbers of people attend** e.g. meetings or seated activities held in a large hall such as art classes, history group, dog training classes, weight loss groups, Parish Council meetings, WIs. While Government recommend that meetings continue to take place digitally rather than face-to-face, where possible, meetings are permitted, e.g. of civic, political or community groups (e.g. parish council, ward meeting of political party, charity board of trustees), MP or councillor surgery/drop in sessions. Age and vulnerability may affect local attitudes about meeting in person so this may differ from place to place and change. A combination may be feasible: A face-to-face meeting may help involve new members and enable those who struggle with digital technology to participate, while others participate on line or by phone.
- **Libraries and book lending schemes:** Users should be asked to clean hands on arrival, regularly if browsing and when leaving. Returned books should be placed in a box for 72 hours before placing back on display, cash donations placed in a bowl and handled by one person wearing gloves.

Group 2: Requiring more careful management by organisers

- **Small events providing catering:** e.g. coffee mornings, pop-up cafés or luncheon clubs, where seating indoors would need to be socially distanced between tables and allow for groups of 6 or less at one table. Takeaway drink or food can be provided from a room directly accessed from outside. Government Guidance for pubs, cafes and restaurants may be helpful in working out how to run these safely. Community cafes will be required to comply with that Guidance. NB Special arrangements should be made for vulnerable people and those in the shielding category who wish to attend, to enable participation and avoid their continued isolation.
- **Activities serving mainly older people:** e.g. Veterans groups, luncheons clubs: The greater vulnerability of those over 70 will require careful attention to social distancing. Consequently it may be appropriate to encourage people to attend either

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as individuals who social distance from everyone else as far as possible, or in smaller groups of, say, two or three household members, so that mingling between groups of more vulnerable people is avoided.

- **Playing games at tables:** While the older age profile and difficulty complying with social distancing at card tables (normally 67cm) has led the English Bridge Union to advise Bridge Clubs against re-opening for a period, an informal local group may be able to arrange social distancing if groups of up to 6 play together and do not mix with other groups, and slightly larger tables are used. Using new cards or cleaning them is advisable. For games such as scrabble, tiles would need to be cleaned and not touched by other players.
- **Activities for children and young people:** e.g. cubs, youth clubs, railway modelling club, Sunday school, picnics or BBQs in outdoor areas. See the list of exceptions to group social distancing requirements below. For holiday playschemes and before or after school activities Government guidance for out-of-school settings applies. For activities with toddlers, soft toys should be avoided, parents can be encouraged to bring toys which are not shared with other children. Requirements on Pre-schools to keep children in small, consistent groups have been relaxed in favour of minimizing mixing (e.g. between different age groups) so these type of arrangements may be appropriate i.e. focus on hand cleanliness, arranging the room into small groups and the Government Guidance for "early years" may be helpful. However, it has to be recognised social distancing will be difficult so arrangements may be needed for any families with clinically vulnerable close relatives who attend.
- **Public meetings and public consultation events (e.g. planning):** A one-way system can be created for exhibitions. For large meetings attendees can be asked to use the furthest seat from the entrance first unless hard of hearing, leaving two seats between groups of people on either side. Handouts can be provided at the end rather than at the beginning. Contact details should be taken (for NHS Test and Trace) by one person so attendees do not share a pen. Digital participation can also be encouraged.
- **Other larger events including those with seated audiences:** e.g. gardening club, film show, bingo, quiz night. Attendees can be asked to use the furthest seats from the entrance first unless hard of hearing. A booking system can be encouraged to manage numbers and obtain contact details for NHS Test and Trace.
- **Weddings and wedding receptions:** Weddings, civil partnerships and similar religious ceremonies are permitted where attended by up to 30 persons and an exception from the group social interaction limit of 6 applies (see below). Musicians may play and a small group of singers perform, but guests may not sing and recorded music is recommended. Sit down wedding receptions are permitted for no more than 30 people (excluding caterers). See also Government guidance on Places of Worship. Government guidance for cafes and restaurants should be followed in relation to catering.
- **Other celebration and life cycle events:** While an event to "mark a person's death or celebrate their life following a death, such as a funeral" and other life-cycle

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religious ceremonies can now be held for up to 30 people, government guidance suggests that families consider deferring a celebration or memorial service until it can be held safely. Government guidance is that community facilities should not facilitate large gatherings or celebrations at present. Consequently, while funerals can take place for up to 30, wakes are not advisable because people would need to keep within groups of up to 6 and this type of event could give rise to mingling between groups, which is unlawful. At baptisms, funerals, and similar life cycle or religious events relatives and friends may, however, have travelled a distance to attend so it may therefore be appropriate to hire a hall for the purpose of providing refreshments and toilet facilities before or after, but only for a maximum of the 30 people attending the event. Any refreshments should be provided in accordance with guidance for cafes and restaurants i.e. there should either be "table service" or, if caterers are not engaged, people should be seated in order to eat and drink, in groups of up to 6. Loud music or broadcasts are not currently permitted, the purpose being to avoid aerosol dispersal as people raise their voices to be heard.

A hall should not be hired for teenage or adult birthday parties. Hiring for small celebrations such as small wedding anniversary lunches is now more difficult, though small events permitted if compliant with social distancing, keeping to groups of up to 6, refreshments in accordance with Guidance for restaurants. If there is any likelihood of a larger gathering than 30, or mingling between groups, the hall should not be made available.

- **Social Clubs and bars:** These may open in accordance with Government guidance for pubs. They may also provide takeaway refreshments. Games such as darts and snooker are discouraged in the Government guidance for pubs. However, they can be permitted if not played in a Social Club or bar but as an activity in their own right or e.g. at a Youth Club.
- **Indoor sport and exercise and dancing classes:** Activities such as yoga, keep fit, badminton, table tennis, indoor bowls, dancing classes, and School PE lessons are permitted. These should be held in accordance with the Government guidance, summarized in Attachment 4, and any guidance issued by the relevant governing body for sport (which may recommend a lower limit on numbers than the hall capacity). Energetic activities such as Zumba and circuit training are subject to tighter capacity and ventilation requirements.
- **Indoor Performances, Rehearsals, broadcasts:** Rehearsals, filming and broadcasting of music, drama and dancing is now permitted, including professional touring performances, amateur dramatics, pantomime groups, children's entertainers, band practices, orchestras, choirs, whether amateur or professional. These should be held in accordance with the Government guidance for performing arts, summarized in Attachment 3 J. Children's entertainers need to get back to work and will have plans for managing social distancing and encouraging hand washing, so offer a good option for organised activities for children and young people, eg at half term or before Christmas, particularly if a Xmas panto is not being held.
- **Outdoor Performances and events:** See Attachment 3.

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- **Children's birthday parties:** Many families do not have the space for this at home. Large gatherings or celebrations are not permitted, neither is loud music or activity which would encourage shouting or singing. While children's birthday parties are not banned, it is unlikely that keeping children in groups of 6 or less which do not mingle could be achieved, so currently not advised unless organised by someone used to managing this in a school or pre-school. A children's party is permitted, however, if limited to one "qualifying group" or 6 or less people.

Group 3: Not permitted, awaits further Government guidance:

- **Outdoor events:** If 30 or more people will attend and the event is not organised by a business, charity, benevolent or philanthropic or political organisation, public body, in compliance with Covid-19 Secure guidelines.
- **Dances and discos:** Nightclubs are not permitted to open. Loud music is not permitted. Performers are advised not to encourage impromptu dancing by audiences.
- There should be no **group singing by worshippers**. Places of worship should take account of the Performing Arts guidance.

There has been some concern by trustees about responsibilities and confusion about the way different Government Guidance applies.

The following may help:

1. **Trustees** of Village Halls are unlikely to be at risk if they have undertaken and followed a COVID-19 Risk Assessment before re-opening their Halls, unless the activity is on the specific 'banned' list that is referred to in Regulation 4 (and regularly amended).
2. Risk under the 'crisis regulations' falls to the **event organiser**. If a **hirer, the event organiser**, does not feel the Hall is in a condition that enables them to comply, they should not make the booking. Obligations on the **event organiser** include keeping records for NHS test and trace and taking steps to avoid groups of people mingling at activities.
3. **Trustees and managers of** Village Halls will, of course, want to ensure that their premises make it as easy as possible for both hirers and individuals to comply with relevant Guidance through the provision of adequate handwashing, signage, spacing/capacity guidelines, multiple small tables etc. specific to their Hall. The manner or extent to which managers choose to do this is unlikely to alter the risk for them under the regulations.
4. **Hirers** must commit themselves to operating in a COVID-19 Secure way by following the Government's Guidance in force for their activity. The Government guidance says: "if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission".
5. **Trustees and managers** of Halls should follow good practice themselves and avoid creating the conditions for the spread of COVID-19 in their community. For this reason, they will want to avoid letting to any **hirer** where there may be an obvious risk of the Guidance being hard to comply with.

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6. In order to assure themselves on 4, above, trustees of Halls should ensure **hirers** inform all participating **individuals** that they must adhere to social distancing guidelines. *The responsibility rests with the **individual** to comply and with the **hirer** (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines to make it possible* e.g. by laying out seats or tables so as to enable individuals or groups to achieve social distancing from the next individual or group.
7. The Government guidance for **individuals** advises: "you should not hold or attend celebrations of any size (such as parties) where it's difficult to maintain social distancing" and "limit social interaction with anyone outside the group you are attending a place with".
8. **Event organisers** should arrange activities so as to avoid groups of up to 6 "mingling", i.e. mixing with other groups. The group limit does not stop people saying hello, waving, smiling, or conversing briefly in the way many are now used to doing while social distancing in the street, shops or at work. However, an **individual** in one group may not join another group during an activity or event, just as people in restaurants may not join another table. An **event organiser** should ask **individuals** who attempt to mingle with another group to stop. Common sense can be applied.

B. Group social interaction requirements:

The aim is to contain risk of virus spread to small groups. In general people are therefore being advised to only socialise in a group of up to 6, following social distancing guidelines as far as possible. Covid -19 secure Community Halls can host more than 6 people, subject to their own capacity limits. If people attend in groups, or groups of up to 6 are formed at an activity, they must not mingle (or mix) with other groups.

Those in single adult households can form a support bubble with another household. A "linked household" can be formed between a single adult with children and another household but cannot be changed. "Qualifying groups" can be larger than 6 where a "support bubble" or "linked household" has been formed with another household, or a single household is composed of more than 6 people.

Space requirements may be difficult to determine in advance of occasional events, whereas for regular activities this is likely to be less of a problem: This is because there is a tension with the advice to individuals, which is that they should limit their social interactions with anyone they do not live with. Consequently, even if people attend in a group of up to 6, if those in the group are from different households they may still require sufficient space for social distancing from others within their group, especially if over 70 or shielding. Organisers can therefore ask whether social distancing is needed *within* a group, so that when an activity is being booked or people are being seated, sufficient space is made available.

The exceptions are listed below. The limit on group size of 6 has, however, been introduced to limit the spread of infection. Consequently, even where an activity may potentially be exempt organisers should consider whether it would help limit the risk of spread of infection to adjust their activities and operate in groups of up to 6. For example, Men's Sheds provide a voluntary service, and are wisely advising local groups to operate in groups of up to 6.

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- for work, or the provision of voluntary or charitable services
- registered childcare, education or training
- supervised activities provided for children, including wraparound care, youth groups and activities, and children's playgroups
- providing support to a vulnerable person
- providing emergency assistance, and to avoid injury or illness or to escape risk of harm
- for arrangements where children do not live in the same household as both their parents
- fulfilling a legal obligation such as attending court or jury service
- weddings and civil partnership ceremonies and receptions – up to 30 people, in a public place
- funerals – up to 30 people. This does not include wakes, other than for religious ceremonial purposes.
- other religious and belief-based life cycle ceremonies – up to 30 people, in a public place. This only covers the ceremonies and does not include celebrations of these events.
- organised sport or exercises classes or licensed outdoor physical activity. This does not include informal sport or fitness activity with family or friends – this must be limited to a group of 6.
- elite sporting competition and training
- support groups – formally organised groups to provide mutual aid, therapy or any other form of support. This includes support to victims of crime, recovering addicts, new parents, people with long-term illnesses, those facing issues relating to their sexuality or gender, and those who have suffered bereavement.
- protests – if organised in compliance with COVID-19 Secure guidance

Where a group includes someone covered by one of these exemptions, they are not counted as part of the gatherings limit. This means, for example, that a tradesperson can go into a household of six without breaching the limit if they are there for work. (Ref: GOV.UK FAQs. What you Can and Can't Do. 14th Sept 2020).

Note:

Businesses: While there is an exception for those at work, it is unlikely to apply to those people attending an activity which is run as a business, such as a weight loss group, only to the person at work. Social distancing must be maintained anyway and some people attending may be in the vulnerable category. Those people who wish to do so might attend in groups of 6 or less, and socialise between themselves, and if they do they must not be allowed to mingle (i.e. mix) with others.

Support groups: It would be unwise for an activity to call itself a "support group" in order to avoid the limit on group size. It would be better to think whether group working might help members or clients cope better with the Covid restrictions.

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Managing the social interaction requirement for groups of up to 6 – examples

Activity or Event	Managing groups of 6 or less or “qualifying groups”	Can Face Coverings be removed? (Other exceptions also apply)
Sewing group:	People attend with one or two friends with whom they wish to chat as a group. They do not live together and most people being over 70 they wish to sit socially distanced. Large tables are put out by the organiser/caretaker. Groups can choose to be side by side 1 - 2m apart at one large table or have individual tables set apart from other groups.	To take refreshments (seated) or if they interfere with the activity. If glasses steam up, they should be removed for safety (sharp scissors, needles).
Quiz:	Most people attend in family or friendship groups. They can be asked to book in advance. Some tables will have groups of 4 – 6 family members closely seated, other groups of up to 6 will need larger tables so friends can sit together but socially distanced. One or two tables may have a larger “qualifying group” closely seated. At the interval remind people not to mingle between groups, especially if children attend who may want to mix with friends. Invite people from each table to use toilets one by one.	To take refreshments, when seated.
Art class:	12 people usually sit socially distanced. Only the instructor moves round the room. They can remain as they are or the class can form groups, e.g. 2 x 6 or 3 x 4. Members of groups would then be able to chat and move within their group during the class and coffee break, but not with other groups. The tutor would still need to interact with each group, with attention to social distancing, but being at work is excepted and does not count towards each group limit.	To take refreshments, when seated. If it would interfere with the activity (e.g. glasses steam up).
Bingo:	Each group needs to be socially distanced from other groups. If people don't book in advance, someone would need to take them to a row of seats or table large enough for their group. They could be separated from other groups by both a 2m wide gangway	To take refreshments, when seated.

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	and the table separating them from those in rows behind or in front.	
Public meeting or talk	Seats might be placed in forward facing rows eg 8 on each side of a 2m gangway, each group or individual separated from the next group or individual by empty seats in the row or sitting in a different row. Someone should be available to help seat people so as to achieve social distancing.	To take refreshments, when seated. If it would interfere with the activity e.g. by a speaker. A PA preferable if available.
Film show	Barns Green Village Hall, Sussex, held 2 shows, with advance bookings. Limiting group sizes to 4, empty seats between, gave a capacity of 46. They can continue this way or raise the group limit to 6. The seats are the refreshment area, people bring their own.	Once seated during a film show face coverings can be removed and replaced before leaving.
Wedding reception	Up to 30 people can attend a wedding and a seated reception without adhering to the group limit of 6. The hirer should be asked if there are people who need to socially distance from others, and the tables set out accordingly.	Not required by the bride and groom. Guests may remove them once seated for the meal.
Coffee morning	People attend to socialise with others, but arrive singly or in pairs, and may not have pre-arranged to sit with (i.e. form a group with) particular people. The organisers may allocate or allow them to join a table of up to 6 and should explain they must not mingle or move to another table.	To take refreshments, when seated.

Attachment 2

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls – September 2020

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
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<p>Cleanliness of hall and equipment, especially after other hires</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.</p>	<p>Group to check with hall committee when 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>Can we bring our own equipment?</p>
<p>Managing Social distancing and limit of groups size to 6 especially for people attending who may be vulnerable. Preventing groups from mingling.</p>	<p>People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.</p>	<p>Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others.</p>	<p>Avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.</p>
<p>Respiratory hygiene</p>	<p>Transmission to or from other members of group.</p>	<p>Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p>	<p>Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire. Face coverings to be worn unless an exception applies.</p>
<p>Hand cleanliness</p>	<p>Transmission to other members of group and premises</p>	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	
<p>Someone falls ill with COVID-19 symptoms</p>	<p>Transmission to other members of group and premises</p>	<p>Follow hall instructions. Move person to safe area,</p>	

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		obtain contacts, inform cleaner.	
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Attachment 3

Performances in Village and Community Halls

This Attachment contains key points from the Government guidance as they relate to performance activities in village and community halls. The important 5 points of the COVID-19 Secure guidelines set out in Section 2.1 of the ACRE Information Sheet should be in place and are not repeated here.

A village hall which has undertaken a COVID-19 risk assessment and is following the steps identified to minimise transmission should satisfy most points in the Government guidance for performance, the full text of which is contained here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>.

DCMS have developed a **five-stage roadmap** to bring performing arts back safely, as follows:

- **Stage One** - Rehearsal and training (no audiences)
- **Stage Two** - Performances for broadcast and recording purposes
- **Stage Three** - Performances outdoors with an audience (pilots for indoor performances taking place in some locations)
- **Stage Four** - Performances allowed indoors and outdoors (but with a limited socially distanced audience indoors)
- **Stage Five** - Performances allowed indoors / outdoors (with a fuller audience indoors)

From, 15th August Stage 4 applied, allowing indoor performances to recommence (including children's entertainers, touring arts and amateur performances), subject to audiences, performances and venues maintaining social distancing requirements. Prior to that **film shows** were permitted, **Musicians, dancers and actors and technical teams were able to resume training, rehearsals and recorded performances, whether amateur or professional, Dancing classes were allowed to reopen,** following [guidance for providers of grassroots sport and gym/leisure facilities](#).

Both professionals and non-professionals can now engage in singing and playing wind and brass instruments in line with the performing arts guidance.

Small groups of professional or non-professional singers can sing in front of worshipers, outdoors and indoors. Singing in groups should be limited to a small set group of people and should not include audience participation.

Who Might be at risk?

In the context of a village hall this could be somebody taking part in a performance, a related activity or an audience member, a visiting professional e.g. in a touring company. If clinically vulnerable or higher risk individuals would normally take part or attend, consider whether they can do so from home, e.g. in rehearsals or by recording performances.

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Alternatively, they might be given the safest roles or seating which enable them to maintain social distancing (preferably 2m, or 1m with robust risk mitigation). If they cannot maintain social distancing this may not involve an acceptable level of risk.

Key Points

1. **Risk assessment:** Bear in mind that the Government guidance on performance says: "Risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace."
2. **Singing** There should be no **group singing by worshipers**. Places of worship should take account of the Performing Arts guidance. Otherwise singing is allowed subject to risk assessment and mitigation measures.
3. **Communicate with those using the hall or outdoor areas for performance activities** to ensure the COVID-19 secure guidelines are met. Providing a copy of the hall's own COVID-19 risk assessment showing the measures you are adopting (e.g. your cleaning, entrance/exit, "pinch point" control arrangements) should help them work out what additional measures they need to take, if any.
4. **Communication to the public:** Provide clear guidance on social distancing and hygiene to visitors before arrival, for example by email when purchasing tickets, and on marketing and websites.
5. **Food, drink and retail purchases:** Consider allowing guests to pre-order and collect refreshments at designated points to reduce queues and pinch points or adopting seat service at intervals. Consider providing programmes in digital format. See also the [guidance for restaurants and bars](#).
6. **Noise:** When the public are attending performances, organisers should ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other. This includes avoiding playing music or broadcasts at a volume that makes normal conversation difficult, e.g. during performance intervals. This is to avoid increased risk of transmission from aerosol and droplet transmission.
7. **Cleaning:** Performances should be scheduled to allow sufficient time to undertake cleaning before the next audience arrives.
8. **Where performances or events are likely to have more than 30 people**, the organisers need to take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. The Government guidance for performing arts should be consulted to ensure appropriate measures are put in place. Note that gatherings of more than 6 people outdoors are currently only permitted where organised by businesses, charities, public bodies, or political groups.
9. **Those organising performance activities** need to ensure social distancing can be maintained by working out the maximum capacity that is appropriate. It may differ if the

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activity is static, such as a band rehearsal, or requires movement, such as a ballet class. They may need to consider whether a stage is big enough to rehearse, pay attention to ventilation and sufficient circulation space e.g. between any teachers and classes.

10. **A booking system will be needed to manage attendances or ticket sales**, preferably online or by phone. The National Rural Touring Forum (NRTF) has suggested halls might try using <https://www.izettle.com/gb> or <https://sumup.co.uk/>.
11. **Areas may need to be marked out temporarily** to help people achieve social distancing.
12. **Attendants and Toilets:** Sufficient attendants will be required to manage queues, seating, toilets etc. A longer interval is likely to be required and an attendant present to invite people to use them row by row, to manage numbers.
13. **Space outside for queuing** needs to be available, and safe. People may need protection from traffic by routing them behind physical structures such as bollards or putting up barriers. It may be necessary to liaise with neighbours or local authorities.
14. **The needs of disabled individuals and those who are frail or have sensory disabilities** need to be considered at entrances, exits, in queue management and seating arrangements. Arrangements need to be communicated effectively.
15. **Where social distancing guidelines cannot be followed** in full, all appropriate mitigating actions should be taken to reduce the risk of transmission between people. Social distancing may be impractical where one professional works with groups e.g. in a dancing class, for dancing, costume-fitting, make-up, intimate/fighting scenes. Mitigation measures include, for example:
 - increasing the frequency of hand washing and surface cleaning,
 - keeping the activity time as short as possible,
 - using back-to-back or side-to-side seating or working (rather than face-to-face),
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others),. These teams should not mingle with each other in a non-socially distanced manner.
 - using screens or barriers.

Managing Seating:

Seating needs to be provided in a way which ensures social distancing can be maintained between individuals or groups, which should be no more than 6 unless they are a "qualifying group" (see Attachment 1 for explanation of a qualifying group). Village halls, with removable seating, are at an advantage over theatres with fixed seating. Consider measures such as:

- Spacing rows further apart than usual, providing 2m spaces (or 1m plus mitigation such as good ventilation) between seating for groups, providing one or two empty (marked) seats between household groups.
- Providing allocated seating and managing seating plans through ticketing systems to

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ensure social distancing is maintained.

- Provide attendants to help with social distancing e.g. to ask people to occupy seats from the furthest point first and evacuate from the point closest to the exit first.
- Encourage people not to bring bags and coats where possible to reduce clutter at seats.
- Remind those accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines, not mingle with friends in other groups.

Handling props, musical instruments, technical equipment etc

To avoid transmission through contact:

1. Instruments and other personal kit should be kept clean by the owner, and not shared with others. Name labels on equipment will help identify an owner or designated user. People should avoid sharing scripts, scores and personal items such as phones, chargers, pens etc. A drop off and pick up point should be created rather than passing equipment such as props and microphones hand to hand.
2. Any equipment which has to be shared should be regularly disinfected and always between users.
3. Waste and belongings should be removed at the end of a class, rehearsal or performance.
4. Use a consistent pairing system if people must work in close proximity, e.g. for handling heavy equipment.

Organisers of outdoor performances should also consider:

Consulting the guidance on delivering outdoor events, particularly where such performances are not typical to their operations. Points here are only a summary.

- Managing groups who start to mingle with other groups or individuals, which is unlawful and, in doing so, may encourage others to cluster in a similar manner. Communication is key to this.
- Planning car parking to allow sufficient spacing for social distancing in case people need to visit their vehicles to collect chairs, coats, drinks etc. or gather around vehicles.
- Discouraging activities likely to encourage audience behaviours increasing transmission risk, such as clustering, communal dancing, singing and physical contact outside of groups.

Local authorities can provide advice on how to manage outdoor events. They will avoid issuing licenses for events that could lead to larger gatherings forming. If appropriate, the Government has powers under Schedule 22 of the Coronavirus Act 2020 to close

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venues hosting large gatherings or prohibit certain events (or types of event) from taking place.

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Attachment 4

Indoor and outdoor exercise and sport

This Attachment contains key points from Government guidance relating to sport and exercise in village and community halls and associated outdoor areas. The important 5 points of the COVID-19 secure guidelines set out in Section 2.1 of the ACRE Information Sheet should be in place and are not repeated here (social distancing, cleanliness, handwashing etc).

A village hall which has undertaken a COVID-19 risk assessment and is following the steps identified to minimise transmission should satisfy most points in the Government guidance for providers of grassroots sport and gym facilities, the full text of which is contained here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

Organised team sports can be played outdoors, including cricket, and outdoor sport and physical participation events held, outdoor gyms used.

Indoor gyms, fitness and dance studios, indoor sports facilities are now able to open, which means that activities which would be held there, such as yoga and Pilates, dance classes, badminton, table tennis, indoor bowls etc can be held in village and community halls.

Key Points:

1. **Governing body guidance:** Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. ACRE recommends village and community halls require hirers to comply with such guidance, rather than trying to adapt hiring conditions and policies for each specific activity.
2. **Changing facilities:** People should be encouraged to arrive ready changed and, where possible, travel home to change/shower. If needed, use of any changing rooms should be managed in a similar way as for toilets.
3. **Payments:** Cash transactions should be avoided – online payments and booking used where possible to manage demand.
4. **Capacity figures and ventilation** may need attention by some hirers: Doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible. Capacity may be reduced below that already reached for social distancing where high intensity exercise activity takes place, activity is not static, equipment is involved, or an instructor needs to move between groups of socially distanced people. For high intensity exercise (e.g. Zumba) 100% fresh air is required, air should not be recirculated from one space to another, and the capacity of 100 sq. ft (9.29 sq. m) net indoor facility space available per person (including changing rooms, toilets, entrance etc) should be used (section 5 of the guidance).
5. **Dance and exercise:** Temporary floor markings are encouraged to define spacing per individual (e.g. chalk)
6. **Equipment:** People should avoid use of shared objects unless they can be cleaned between users, should bring their own equipment such as mats as far as possible and their own water bottles.

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7. **Social distancing:** The usual social distancing requirements between individuals from different households normally apply and there is an exception for organised sports and exercise classes from the limit of 6 for groups. Instead, where needed, the number of people each person has contact with should be reduced by using “fixed teams or partnering” or creating distinct groups which always work together.
8. **Parents and spectators:** Social distancing among spectators such as waiting children or parent chaperones will need to be managed if there is insufficient room in the hall, e.g. waiting in the entrance hall, car park, or car. Outdoors, spectators should be in groups of 6 or less (unless they are “qualifying groups” – see Attachment 1”).
9. **Instructors running classes or clubs in several venues:** The instructor needs to take particular care to avoid risk of transmission from one class or venue to another. Halls should check the steps they are taking to avoid transmission and how many facilities they are operating in.
10. **Amateur sports clubs:** A phased approach to return is recommended in consultation with volunteers, supported by training for volunteers around compliance with COVID-19 Secure guidelines and according to guidance from the governing body. When running activities for children the guidance for out-of-school-settings should also be used:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/>

Outdoor sports facilities

The relevant guidance for outdoor sports is:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>.

Businesses, charities, philanthropic and benevolent organisations, public bodies, political organisations and venues following COVID-19 Secure guidelines can host larger groups in outdoor spaces, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 6 people, aside from the exception for organised sport and exercise classes.