

LLANFOIST VILLAGE HALL

Conditions of Hire; Safeguarding and Covid Guidance for Hall Users

CONDITIONS OF HIRE

1. All hirers must abide by the following conditions of hire. The management committee accepts no responsibility for any injury loss or damage resulting from the use of the village hall, car park and surrounding area.
2. The committee will not treat the booking as firm until payment in full has been made or an alternative method of payment agreed.
3. If a booking enquiry has been acknowledged and a hire charge quoted but the hirer fails to use the booking as arranged and no cancellation notice is given, the hirer will be invoiced for the full amount due.
4. Hirer must be over the age of 21.
5. No alcohol to be brought into the village hall without prior permission of the management committee.
6. The village hall, car park, surrounding area and contents to be left in the condition as found, including returning tables and chairs to their storage in the Main Hall or Gallery, or set up as for a meeting in the Meeting Room.
7. The hirer shall be responsible for the full cost of repair or replacement of any damage or loss caused to any part of the village hall, car park, surrounding area and contents.
8. All damage or loss must be reported to the management committee as soon as is possible.
9. The hirer or nominated responsible person will be responsible for the supervision of the premises, the fabric and contents and behaviour of all persons using the premises during the hire period. This will extend to the car park and surrounding area, in particular the hirer must ensure there is no disturbance to local residents and no car park overflow.
10. When more than one event is taking place at the same time, each hirer must show consideration to the other.
11. Doors and windows must be closed by 11pm to minimise noise disturbance to neighbours and music must be stopped by 11.30pm.
12. Alcohol must not be served after 11.30pm
13. The hall must be vacated by midnight.
14. The hirer or nominated responsible person must ensure that the village hall and its contents are left in a clean and tidy condition.

RUBBISH TO BE TAKEN OFF THE PREMISES.

15. Children are not allowed to use the kitchen unless supervised by a responsible adult.
16. The hirer or nominated responsible person is responsible for the safety of all persons at their event and for the safe and proper use of all equipment and also complying with all health & safety rules as displayed.

17. If you wish to decorate or bring any entertainment equipment into the village hall for an event, the hirer must consult the booking secretary prior to the confirmation of the booking.
18. Smoke or bubble generating equipment is not permitted in the hall, as it will activate the smoke alarms.
19. The management committee reserves the right to refuse any application, postpone or cancel a hiring and revise the charges from time to time. Every effort will be made to give reasonable notice should any of these actions prove necessary. The management committee's decision is final.

20. FIRE SAFETY

For your safety:

All user groups must familiarise yourselves and the people in their charge with the following fire precautions.

When using the Village Hall:

The person in charge (temporary responsible person) is responsible for the following:

- a. Being present throughout the event
- b. Is aware of the evacuation procedure.
- c. Locating the firefighting equipment, fire alarm call points, fire exits and assembly point (fire exits are marked with green exit signs).
- d. Keeping fire exits clear at all times.
- e. Identifying a person who will call the fire service in the event of a fire [Village Hall Post Code is on the fire action notices].
- f. At the start of the event notify all present of the fire safety arrangements.

21. PARKING

- a. Always park as close as possible to another car to maximise available space.
- b. A disabled parking area is situated at the side of the main hall and must be kept available for blue badge holders at all times.
- c. Please park in one of the following areas:
 - i. For users of the Main Hall or Meeting Room, the high level car park between the gate and the front garden/steps.
 - ii. For users of the Gallery, the lower car park between the hedge and the side of the building.
 - iii. For users of the MUGA, the end of the lower car park close to the MUGA
 - iv. For users of the recreation ground, the 'footballers' car park beyond the fence and gate immediately ahead when you enter the site.
- d. NEVER park anywhere that obstructs the width of the tarmac footpath.
- e. NEVER obstruct the disabled parking area.
- f. Do not park on the high-level car park facing the hall. This has safety issues and is best used for quick visits, emergency vehicles, or as a drop off/pick up point.

Your cooperation is much appreciated.

CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

This statement of policy applies to users of, and activities in, Llanfoist Village Hall and its grounds.

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect.

All people associated with the Village Hall and its use, have a responsibility for the safeguarding of children and vulnerable adults.

The Village Hall Management committee will endeavour to keep the premises safe for use.

All hirers/users of the Hall should be aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers/users.

The Village Hall Management committee can be contacted for assistance with raising a safeguarding concern.

Hirers need to be aware that facilities such as the toilets might be shared with other groups and that appropriate supervision/arrangements should be made.

The Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film or show.

No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

Llanfoist Village Hall – COVID Guidance for Hall Users v5

Revision live from 15 December 2020

Amendments in red

All hall users must adhere to the regulations set down in the Coronavirus Act 2020 and the accompanying Welsh Government guidance. Please remember that your Health and Safety in the Hall is our concern but your responsibility.

All hirers of the Hall will read and accept the requirements within this Covid Guidance for Hall Users and sign to confirm that they do so. This guidance will be under continuous review and will be updated in line with changes to legislation or advice.

Group leaders/organisers will be responsible for taking all reasonable measures to minimise risk of exposure to coronavirus at the premises or the spread of coronavirus by those who have been at the premises.

Group leaders/organisers are also required to draw up their own risk assessment following advice from their professional bodies (where available) that conforms to the legislation and guidance from the Welsh Government, to ensure safeguarding of participants as well as of themselves. Group leaders/organisers will sign to declare that they have a Risk Assessment in place for running their particular activity in the Hall.

Contractors only to be brought into the building as an absolute necessity and only when there are no user groups in the building. They will be asked to read this Covid Guidance for Hall Users and sign that they have done so and will adhere to it.

Hall users, group leaders, contractors, volunteers, committee members and all other people entering the building must adhere to the Hall's Covid-19 safe opening guidelines set out here:

Permitted activities:

1. Activities that are organised by a club or recognised body with a Group Leader/Organiser/Responsible Person and appropriate Risk Assessment in place, are permitted.
2. Social gatherings/unorganised activities, such as adult parties and other social events, are not currently permitted.
3. Children's parties, for primary school age children only, are permitted if the separate and specific Village Hall COVID guidelines for children's parties are adhered to.

Authorised persons:

4. The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household has symptoms either. Users that have recovered from Covid-19 can use the hall provided that all members of their household have completed the required isolation period.

Physical distancing:

5. Adhere to 2m physical distancing indicated by floor markings throughout the building.
6. The maximum number of people permitted in the Main Hall is 15 over the age of 11. For exercise classes, a coach is also permitted in the Main Hall. The maximum number of people permitted in the Gallery is 15 over the age of 11. The maximum number of people permitted in the Meeting Room is 9 over the age of 11. For assistance, floor markings indicate 2m distances in each room.
7. Adhere to one-way systems.
8. No queuing/waiting in foyer areas.
9. Entrance and exit doors to be kept locked during sessions to prevent other people entering the building.
10. A minimum of 15-minute gap to be maintained between sessions in each room.
11. Rooms must be vacated promptly.
12. Activities involving children: Parents to drop children off at the appropriate entrance door to be met by group leader who will release them to parents at the end of the session.
13. Face coverings must be worn whilst moving about the building and when 2m social distancing cannot be maintained.

Hygiene:

14. Please assume that all surfaces are potentially contaminated, therefore regularly clean or sanitise your hands.
15. Please bring your own sanitising gel.
16. Personal waste/rubbish to be taken home by the user.
17. The only toilets available will be the main disabled toilet and toilet in the Gallery area, both of which will be for emergency use only. The other toilets will be locked. Group leaders to make sure their group participants are aware of this.
18. No personal items can be left in the hall.
19. Face coverings must be worn whilst moving about the building and when 2m social distancing cannot be maintained.
20. Door handles, switches and other surfaces, which may have been touched, to be wiped down with disinfectant at the end of each activity/session. Group leaders to sign when these actions have been carried out and a record kept.
21. Contractors are responsible for their own 'PPE' which will be relevant to the task they are undertaking. This will be the same for any deliveries to the Hall.

Ventilation:

22. Advice from the Health & Safety Executive is to maximise ventilation; therefore, it is recommended to open windows and doors during activities. If windows and doors are not opened during activities, it is recommended that face coverings should be worn continuously throughout the session.
23. Doors and windows to be opened between sessions for 15 minutes to allow clean air to circulate.
24. Air conditioning is **not** to be used.

Facilities:

25. The main kitchen will be locked, so please bring your own refreshments, including water. Group leaders to make sure their group participants are aware of this.
26. Gallery and meeting room users to bring their own cups/mugs and supplies if refreshments are required. No cutlery or crockery will be available.
27. Chairs in the Gallery or Main Hall to be booked in advance, if required.
28. Chairs cannot be re-used within 72 hours.

Track and Trace:

29. Group leaders and any person, other than those attending an organised activity, to record their name, contact details, purpose for entering and date and time of entering the building. This data will be held for 21 days and then destroyed.
30. Group leaders will keep a record of participants with their contact details for each session.
31. Group leaders to notify the village hall committee if a hall user has been tested positive for Coronavirus.
32. **If there is an outbreak (multiple cases) of coronavirus associated with the village hall, advice will be sought from the Local Authority and the hall closed if necessary.**