

HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: manager@hernefarmlimited.co.uk

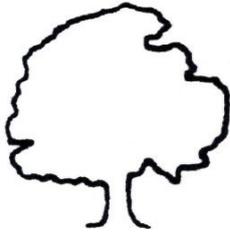
Website: www.hernefarmlimited.co.uk

Instructions for Hirers of The Hall COVID-19 Security

Version 1.0

To supplement our Questionnaire and Guidelines and our Risk Assessment previously posted on Herne Farm Limited's website to help Hirers, we now with further Government data from 15th August 2020 present to you the HIRER a set of Instructions to be observed. This now includes permitting talk/lectures etc in closed places such as our Hall under certain conditions. Please regularly view the Government website for further changes.

1. THE HIRER will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines whilst entering and occupying the hall, as shown on our posters in the hall and which are also displayed on our notice board in the hall entrance. Especially enforce using the hand sanitizer supplied when entering the hall and after disposing of used tissues.
2. THE HIRER will undertake to comply with the actions identified in the hall's COVID-19 risk assessment, of which you have been provided with a copy. This is displayed on our notice board. This can also be seen on our Herne Farm website.
3. THE HIRER will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles/flushes 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. Also, to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). This is by using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Do please take care cleaning electrical equipment: use cloths and do not spray, owing to the risks from water or alcohol entering the equipment.
4. THE HIRER 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 7 days. 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.
5. THE HIRER will keep the premises well ventilated throughout their hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. Do not use the ceiling fans or use any lateral blowing fans, as the latter particularly may spread the likelihood of virus.



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6. THE HIRER will for the Main Hall ensure that no more than 20 people (you will be advised if this can be varied according to activity and mitigation accepted) attend your activity/event, in order that social distancing can be maintained. Hirers will ensure that everyone attending maintains 2m social distancing whilst waiting to enter the premises, observes any one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (for example, moving and stowing (if permitted) equipment, accessing toilets) which should be kept as brief as possible. Hirers will make sure that no more than 2 people use the suite of toilets at one time, though one is preferred.

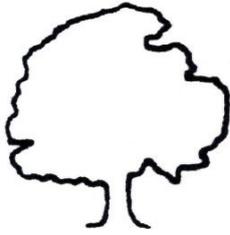
7. THE HIRER will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19. This includes for example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen (if permitted for use) 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. Pinch points should also be avoided.

8. THE HIRER 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 up to two households 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, and good ventilation. Staggering seating is an alternative as it stops people moving their seat to get a view of the speaker. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

9. THE HIRER will ensure that face masks are worn by participants in the building where applicable (especially areas of mitigation). It will reduce the risk from coughing or sneezing.

10. THE HIRER is asked to keep a record of the name and contact telephone number or e-mail of all those who attend their event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

11. THE HIRER will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.



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12. THE HIRER will encourage users to bring their own drinks and food so as not to have to use the kitchen area (which is currently closed) at all. You will be responsible, if the kitchen is permitted for use to ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away and that all surfaces and touch-points are cleaned. Please take care cleaning electrical equipment: use cloths and do not spray. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

13. THE HIRER in the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the hall should remove them to the designated safe area. You should provide them with tissues and a bin or plastic bag, and a bowl of warm soapy water for hand-washing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them also to launder their clothes when they arrive home. Inform the Herne Farm Manager by telephone on 01730266874 or by e-mail : manager@hernefarmlimited.co.uk

14. THE HIRER will provide HERNE FARM LIMITED with the HIRER's own RISK ASSESSMENT for COVID-19 for your activity in the Hall.

15. HERNE FARM LIMITED will have the right to close the hall if there are safety concerns relating to COVID-19. For instance, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Hiring Instructions 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.

Compiled by Dr C G Roffey, Director, acting for and on behalf of The Board

This document was approved by the Herne Farm Board **on 22nd August 2020**

This document is due for review by the Herne Farm Board **on 22nd August 2021**