

# **ALL SAINTS' CHURCH, PATCHAM and ASCENSION CHURCH, WESTDENE**

## **COVID-19 ADDENDUM TO HALLS LETTING POLICY AND CONDITIONS OF HIRE**

*updated version 17 April 2021*

### **Introduction**

In order to reduce the risk of contracting or spreading coronavirus (Covid -19) to hirers of our premises, those attending events and our volunteers and staff, temporary amendments to our halls letting policy and the conditions of hire of our premises have been agreed by the PCC of All Saints, Patcham.

These amendments, as updated from time to time, take immediate effect and all those who currently use our premises and all new hirers are required to comply with them as well as to continue to comply with all existing conditions of hire. **We are not issuing new policy or conditions of hire documents but where the terms set out in those documents differ from those set out in this addendum, the latter are the current applicable terms. Any hirer who fails to comply with all our conditions of hire, including those set out in this addendum, may have their hire agreement terminated with immediate effect.**

***We may revise this document at any time as circumstances may demand, in which case it will be circulated to all our current as well as future hall users***

Hirers should familiarise themselves with all Government Covid – 19 guidelines, including but not exclusively, Guidance for the safe use of multi-purpose community facilities and (linked from Guidance for the safe use of multi-purpose facilities), Guidance for maintaining records of staff, customers and visitors to support NHS Test and Trace, Guidance - Social distancing and relevant guidance related to specific leisure activities and childcare situations, as well as any other guidance issued by relevant governing bodies for activities carried out.

### **Risk Assessments**

All returning hirers must prepare a risk assessment in respect of their activity/ event and send it, together with any protocol issued or to be issued to attendees, by email to the Church Administrator (All Saints) - [hallbookings.allsaintspatcham@hotmail.com](mailto:hallbookings.allsaintspatcham@hotmail.com) - or the Halls Booking Coordinator (Ascension, Westdene) – [hallbooking.ascensionbrighton@gmail.com](mailto:hallbooking.ascensionbrighton@gmail.com) no less than 10 days before returning to use the premises. New hirers must send a copy of their risk assessment and any protocol for attendees with their completed Hire Agreement Form. Please note that All Saints' Patcham and the Ascension Church are not in a position to provide advice or risk assessment templates to hirers who must prepare risk assessments tailored to their own activity. The PCC of All Saints' has prepared a risk assessment in relation to the impact of Covid - 19 on the opening of the halls and this can be provided to hirers on request.

Hirers must require that each attendee confirms that he/she has no symptoms of Covid -19 and that all attendees provide contact details to the hirer for NHS test and trace purposes.

Hirers should make all those attending their event or activity aware of requirements which affect them, including use of hand sanitiser or hand washing and social distancing.

Hirers' risk assessments should take account of any relevant Government or their governing body's guidance which relates to the activity to be carried on. The HSE has issued guidance on managing risks and risk assessment at work <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

### **Premises and maximum capacity of each.**

The premises covered by this addendum and the maximum number of people permitted in them, including leader(s) of any activity including parent and child groups, except children under 12 months of age who remain with their accompanying adult throughout the session and both remain within the same 2m square area, are:

The Church Barn, Patcham – 20 people

The Lounge, All Saints' Church Centre – 10 people

The Ascension, Westdene, church space – 25 people

Main Hall (Malcolm Young Room), Westdene – 12 people

The small lounge, the Ascension, Westdene – 3 people

### **Parties**

No parties, including children's parties are permitted.

**Kitchens may not be accessed** by anyone except for the purposes of entering or leaving the premises or to access cleaning materials at the Ascension church, or to access first aid equipment in all our halls. In particular, unless agreed with the Halls Booking Officer at the time of booking, and only in exceptional circumstances and subject to any conditions of use which may be set out, it is forbidden for any user of the premises to use any crockery, glassware, cutlery or other kitchen equipment or to take/run water or prepare any food in the kitchen. Hirers should advise those attending their event or activity to bring their own bottled water and any other refreshment if needed.

### **Arrival/ opening of the premises**

On arrival the hirer must check that the previous hirer (or the halls cleaner if cleaned on behalf of the PCC) has signed off the Cleaning Record sheet (see **Cleaning of premises at end of hire**, below). If it has not been signed off the (new) hirer must carry out cleaning as if at the end of hire to ensure that surfaces are Covid free. Attendees must not be allowed into the premises until this has been done – they must be asked to wait outside, maintaining social distancing. The hirer should also notify the Church Administrator (All Saints) or the Halls Booking Coordinator (Ascension, Westdene) if it has been necessary to carry out this additional cleaning. The hirer may extend the hire time to take account of any reasonable delay this causes to the start time of the activity.

**Hirers are reminded that they are required under Government regulations, which can be found at this link: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers->**

***and-visitors-to-support-nhs-test-and-trace#nhs-test-and-trace, to collect information which may be required for Test and Trace purposes. Hirers must ask every person attending their activity, including the hirer and/ or lead member of the group/ activity, over the age of 16 to scan the NHS QR code, which will be found near the entrance, using their NHS COVID-19 app, or to provide their name and contact details. The information that hirers must collect, if those attending are unable to scan the QR code, is set out in the Government guidance referred to above. There are financial penalties for failure to comply with these regulations.***

If a hirer wishes to wipe surfaces likely to be touched by those attending their session, before the agreed start of the hire, irrespective of whether or not the previous hirer has carried out the cleaning procedure required of them, they may request early access and reasonable additional time to do this from the Church Administrator (All Saints) or the Halls Booking Coordinator (Ascension, Westdene) at the time of booking or, if a regular hirer, as soon as possible.

***Under no circumstances may any key holder or holder of the key safe code enter the premises without the express permission of the Church Administrator (All Saints) or the Halls Booking Coordinator (Ascension, Westdene) or in their absence of a Churchwarden or Vicar, except at the time(s) of agreed hire/ use of the premises. This is to help us maintain the integrity of the precautions put in place to reduce the risk of infection by Covid – 19.***

#### **Use of sanitiser and/ or hand washing facilities**

All those attending activities at any of the Premises are, on arrival, to use hand sanitisers provided near the entrance to each hall/ room or to thoroughly wash their hands using soap and water in the toilets. They should also use sanitiser or washing facilities on leaving the premises.

#### **What to do if the hirer becomes aware that an attendee has symptoms of Covid–19**

If any attendee experiences any symptoms of Covid–19 during the hire or if the hirer becomes aware after the hire that an attendee has developed symptoms, the hirer must immediately close the session if it is still running and also immediately notify the Church Administrator (All Saints) or the Halls Booking Coordinator (Ascension, Westdene) who will make decisions about closing and/ or special cleaning of the premises.

Contact numbers for this purpose are

for the Church Barn and All Saints Church Centre Lounge:

- (1) Church Administrator: 07492 690678, or
- (2) 01273 501758 (Churchwarden) or
- (3) 01273 552157 (Vicar)

and for the Ascension, Westdene (church space, Malcolm Young Room or small lounge):

- (1) Hall Bookings Coordinator: 07842 635965, or
- (2) 01273 504004 (Churchwarden) or
- (3) 01273 002641 (Vicar)

#### **Closure of premises if an attendee develops symptoms of Covid – 19**

All Saints' PCC reserves to right, and has a duty, to close the premises where any person has been on the premises and who while present or subsequently develops symptoms of Covid–19.

This may include other spaces at the Ascension, Westdene, building because of the common parts.

Should this be necessary the Church Administrator (All Saints) or the Halls Booking Coordinator (Ascension, Westdene) or another person acting for them in their absence will contact hirers due to use the premises within the next 7 days to advise them of the incident and that the premises are temporarily closed. The premises will be closed for up to 72 hours but the closure may last longer if deep cleaning is necessary – the latter depending on whether the person with symptoms was actually unwell on the premises and for how long they were there.

Hirers will be given as much detail as possible about the anticipated reopening, so that hirers with a booking 4 or more days ahead are likely to be able to continue with their booking.

***Hire charges paid for sessions cancelled as a result of COVID will be refunded in full but no further compensation will be paid to hirers by the PCC.***

### **Cleaning of premises at the end of the hire**

At the end of each hire, the hirer must clean all surfaces touched by them and other attendees, paying particular attention to the toilet area, door and window handles, tables, chairs (but not chair fabric), light switches and the key safe. Standard cleaning materials will be provided, including disposable gloves. On completing the cleaning, the hirer must sign off the Cleaning Record sheet displayed near the entrance to the premises, giving the date and time at which the cleaning was completed. It is estimated that this cleaning should take no more than about 15 minutes.

It is a standard condition of hire that all rubbish (including the contents of waste bins) must be removed by the hirer at the end of the session and not left anywhere on the premises or adjoining land. For the avoidance of doubt, this applies to any waste, such as cleaning materials and disposable gloves, generated whilst cleaning at the end of the hire.

### **Ventilation**

Good ventilation helps control the risk of infection. Hirers should open non-fire doors and windows wherever possible. It is recommended that hirers of the Church Barn open both the main door, opening onto the graveyard, and the larger doors opening onto the lane from Vale Avenue. They may also consider using one of those as the entrance for attendees and the other for the exit to reduce risk of contact between individuals. ***Please check that all doors and windows are securely closed at the end of your session.***

### **Social distancing**

Hirers must ensure appropriate social distancing and any relevant regulations, such the Rule of Six and limits on the number of households present, are observed at all times during the hire, in accordance with Government guidelines and any advice from national governing bodies for their activity.

### **Face coverings**

Face coverings must be worn at all times, except by children under 11 and those who have a 'reasonable excuse' for not wearing them. If individuals are undertaking exercise or an activity that would be negatively impacted by wearing a face covering, they may remove it but only

while undertaking that activity, i.e. they must wear a face covering when entering the premises and continue to do so until commencing the activity and put on the face covering as soon as they have ceased the activity.

***Finally, thank you to all our hirers for your cooperation in helping us make our premises available for use by our local community. We are doing our best to keep the additional costs of keeping our premises Covid safe as low as possible without compromising safety. At the present time we have no plans to increase our charges to cover the additional costs but must keep the situation under review.***