

John McLintock Hall

Conditions of Hire During Covid-19

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the John McLintock Hall Covid-19 Safety Measures while entering and occupying the hall, (as attached and shown on the posters displayed at the hall entrance areas).
2. You are asked to keep a record of the name and contact telephone number or email of all those who attend your activity/event for a period of 4 weeks after the activity/event and provide the record for NHS Scotland Test and Protect if required (see points 5 & 14 below). Please make people aware why you are taking their details and be prepared to refuse attendance if contact details are not given by any member of your group.
3. You undertake to comply with the actions identified in the John McLintock Hall's risk assessment, of which you have been provided with a copy.
4. Prior to your first session you will provide the Hall Trust with an agreed risk assessment illustrating your activities, the hazards associated with it in relation to Covid-19 and how you intend to reduce the risk.
5. **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 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the NHS Scotland Test and Protect system to alert others with whom they have been in contact.**
6. The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, light switches etc) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!
7. You will keep the premises well ventilated throughout your hire, with windows and non-fire doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
8. You will ensure that no more than **45** people attend your activity/event if using the Main hall or **16** people in the Lower hall in order that physical distancing can be maintained. This is the **maximum**, if your sessions involve physical activities, follow advice from your governing bodies , eg sportscotland <https://sportscotland.org.uk/> .
9. You will ensure that everyone attending maintains 2m physical distancing while waiting to enter the premises, and, whilst in the premises observe all mitigation measures including use of face coverings and any one-way systems when using more confined areas, for example when accessing toilets or the lift . You will make sure that no more than one person uses each suite of toilets or accesses the kitchen areas for hand washing at one time.
10. You will bear in mind that particular care may be required to ensure that physical distancing and other mitigation measures are maintained for any persons aged 70 or over or likely to be clinically more vulnerable to Covid-19.
11. You will position furniture or the arrangement of the room as far as possible to facilitate physical distancing of 2m between individual people or households and take mitigation measures such as seating side by side rather than face to

face, and good ventilation. 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, eg using a wide U-shape

12. It will be your responsibility to undertake activities while in the hall that accord with your risk assessment and any guidance from government, professional or governing body deemed necessary to keep participants undertaking your particular activity or event as safe as possible.
13. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths using the pedal bins provided beside sinks or at the main hall doorway, before you leave the hall.
14. No foods or drinks are to be prepared in the hall. Users should bring their own drinks and food and no kitchen or tea preparation equipment is to be used. Users should bring their own cups, plates, cutlery and these taken home with them.
15. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they must leave as soon as possible. If they cannot leave immediately you should remove them to the designated safe area which is the **1st floor Committee room**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to leave the premises, observing the usual hand sanitising and physical distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner on 01360 440657 or Hall Secretary on 07969765633.
16. 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 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.
17. Other special points.
 - You will be fully responsible for the hygiene of your own equipment.
 - Users may not enter communal storage spaces in the hall. If your group has equipment in these areas, arrangements will be made for you to take out items at the start of a 4 week let period. You are free to bring in this equipment for each session. The hygiene and safe use of this equipment is entirely your responsibility.
 - The only equipment the hall will supply are tables and chairs and hearing loop system. Prior to each session you should tell the hall keeper the number and size of tables and chairs and if the hearing loop is required. These will be available and will have been cleaned for your use.
 - You are responsible for setting out tables and chairs as advised in 11 above
 - You are responsible for cleaning this hall equipment after your use and returning it to its location.