

Special Conditions of Hire during COVID-19

These conditions are supplemental to, not a replacement for, the hall's 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.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which **you have been provided with a copy.**

SC3:

The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces if needed during your period of hire. (Cleaning products will be supplied) Please take care cleaning electrical equipment.

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 7 days, and that 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.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 15 people in the Sunlounge & 50 in the Main Hall attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person 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.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the hall.(the hall will dispose of the bag)

SC10:

You will encourage users to bring their own drinks and food or You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher, dried and stowed away. 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.

SC11:

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.

SC12:

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 The Foyer. 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, and advise them to launder their clothes when they arrive home. Inform the hall Manager.

SC13:

As a hall hirer you are responsible for collecting Track and Trace information for your clients. Information required: Their name, contact information (telephone number and or email address),date of attendance and arrival and exit time. Advise clients that their details will only be used in the event of a case, cluster or outbreak of coronavirus (i.e. more than one new case of coronavirus) that is tracked back to our premises. The NHS Wales Test, Trace, Protect service will use this information to check if they, and any person in their party, may have been exposed. If individuals refuse to share their details, and you are under a duty to collect those details, they should not be allowed on the premises.

General Data Protection Regulation (GDPR)

Regulation 12 of The Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020 requires organisations and businesses to request contact information from their staff members, customers and visitors. Personal data will be passed to the NHS Wales Test, Trace, Protect service in the event of a case, cluster or outbreak of coronavirus (i.e. more than one new case of coronavirus) that is tracked back to the Regency Hall.

Personal Data will be collected for contact tracing purposes only, it will not be used for marketing, profiling, analysis or other purposes unrelated to contact tracing. All personal data we collect will be processed fairly and transparently, as well as lawfully.

Collection of data is in the public interest of providing a public health response to minimise the risk of spreading coronavirus.

All data will be held securely and destroyed after 21day.