

Fairburn Memorial Hall Terms and Conditions relating to COVID-19

September 2020 – version 2

1. Before booking the hall, please ensure you carry out your own COVID-19 risk assessment for your own activity including the use of any equipment. The booking secretary will need to see this before your booking will be accepted.
2. The person making the booking is the main contact for Track and Trace purposes. This means that you MUST have a list and contact details of everyone attending the hall during your booking. If a case of COVID-19 occurs, you may be asked for this list.
3. No more than 15 people allowed in the main hall at once.
4. No more than 2 people allowed in the kitchen at once.
5. No more than 1 person allowed in the toilets at once. Please wait a safe distance for the toilet to be vacated.
6. Do not enter the store room unless completely necessary. No more than 2 people allowed in the store at once.
7. The office is for Post Office use only. Please do not enter the office.
8. The hall is cleaned twice a week only, and most surfaces will be wiped down during that clean. It is therefore YOUR RESPONSIBILITY to wipe down surfaces BEFORE and AFTER use with the anti-bacterial sprays provided. Please factor time required for this into your booking.
9. Please follow all information signage in the hall.
10. Do not enter the hall if you or your group is showing any symptoms on COVID-19, please see <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> for symptoms.
11. Please wear a mask and keep 2m away from others.
12. Regularly sanitise your hands or wash them thoroughly for 20 seconds.
13. Please only use the kitchen if you need to. Bring your food pre-prepared if possible. Wash all crockery and utensils used thoroughly and put away after use.
14. Please use the antibacterial sprays provided throughout the hall to wipe all touched surfaces after use, including door handles, kettles, fridges, surfaces etc.
15. DO NOT use or enter the committee room unless you have booked it.
16. DO NOT use any communal equipment (e.g. piano, gym equipment etc) apart from chairs and tables. Please wipe down with antibacterial spray any tables and chairs that you use. Please do not use equipment owned/used by other groups (e.g. badminton, bowls, school equipment etc). Please carry out your own risk assessment for the use of your own equipment by your group.
17. If one of your group falls ill with COVID-19 symptoms, please use the PPE in the plastic box in the committee room. The patient should be seated in the committee room until they can be escorted off the premises. Please also notify Janet Macaskill-Flynn on 07880 438937 as the next booking will need to be cancelled and the hall deep cleaned.

Please help us to keep our community as safe as possible by following these terms and conditions. We are a group of volunteers and so please play your part by helping. Thank you very much and stay safe.
Fairburn Memorial Hall Management Committee.