

TREDINGTON WI HALL

**CONDITIONS OF HIRE**

Revised 28 MARCH 2023

**SAFETY & INFECTION CONTROL PROTOCOLS**

1. The Hirer must agree to abide by the Conditions of Hire set out in this document.
2. These Conditions have been compiled taking account of national guidance and risk measures identified in the WI Hall Owners' Risk Assessment.
3. The Hirer must declare the nature of the event or activity for which the Hall is being hired and specify the expected number of attendees that will be present in the Hall at any one time.
4. The Hirer must keep a contact list of those attending, in case this is needed for later contact tracing in the event of an outbreak of infection.
5. Individuals with signs of COVID-19 or influenza should not attend the Hall.
6. The Hirer is responsible for ensuring that no-one likely to attend their activity of event has experienced COVID-19 infection or symptoms during the five days prior to the hire, unless they have a negative lateral flow test result on the day of the hire.
7. The Hirer should keep the premises well ventilated, by use of open windows and the use of provided air purifiers, if required.
8. The Hirer must prepare a risk assessment, including risk control measures, to satisfy current UK regulations and Conditions of Hire. Both physical and infection hazards should be assessed.
9. The Hirer must ensure that the activity or event is managed to meet identified risk control measures.
10. The Hall will have been cleaned prior to this Hire. For infection control, the Hirer is responsible for cleaning surfaces during and at the end of the hire period, using the disinfectant wipes provided as follows:
  - Door handles & light switches.
  - Kitchen surfaces & taps.
  - Toilet flush handles and basin taps
11. All rubbish must be disposed of in the appropriate kitchen bins and/or wheelie bins at the rear of the Hall.
12. Access to and exit from the Hall is via the side entrance. This entrance also serves as an Emergency Exit and has a ramp to facilitate entry and exit for those with a disability. A second Emergency Exit with steps is via the door on the Armscote Road side of the Hall. It will be unlocked for the period of Hire.
13. It is recommended that those handling and serving food wear disposable gloves, which are provided in the kitchen area.

14. All crockery, glassware and cutlery items that have been handled should be washed at high temperature in the dishwasher (whether or not they have been used).
15. The Hirer will provide their own refreshments and take home excess items.
16. The WI Hall Trustees reserve the right to close the Hall or withdraw it from hire if they identify current health and safety concerns, or in the event of a relevant change in Government guidelines.
17. These protocols will be reviewed annually, or sooner if circumstances change.

Gill Goodlad MSc, MPH  
WI Hall Trustee & Master of Public Health  
28.03.23