



Special Conditions relating to hire of the Community Centre arising due to Covid 19.

May 2021

Liaison with all users

The Community Centre identifies the need to engage with all hirers to ensure that the Government's 5 COVID-19 Secure Guidelines requirements are clearly understood.

All hirers and their group need to be aware that the following 5 key points apply. These underpin COVID Secure status, and this policy aims to reflect them:

- Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating.
- Clean your hands often: Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.
- Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. "Catch it, Bin it, Kill it" posters are displayed.
- Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces.
- Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures. Bookings can only be accepted for events where social distancing can be maintained.

Hand sanitiser, tissue paper and bins will be provided at the 2 entrance/exit points. Notices will be displayed at these points and throughout the Centre to state the Covid 19 safety rules.

All hirers will have to state they have carried out a risk assessment for their activity.

All hirers will have to sign and agree to this special condition document.

Briefing

Hirers need to ensure their group users are briefed on the following safety issues: -

Lapses in social distancing:

Keep Left

Some higher risk areas may be difficult to avoid, e.g., where people pass in internal corridors. Government guidance indicates that such transitory contacts are lower risk, the rule we adopt is “keep left” to reduce these risks as far as possible, particularly for older or medically vulnerable people.

Toilets

Toilets will be cleaned regularly in line with government guidelines, if an additional clean is required please notify the Caretaker.

The disabled toilet/baby change will be fully accessible to all users and staff. The main toilets will be recommissioned as follows, the men’s toilets will be for Centre and Library staff use only and will be kept locked. The ladies’ toilets will be unisex toilets. These toilets will be clearly labelled indicating their revised temporary use. The toilet adjoining the function room will continue to be a unisex toilet for function room users.

All cleans will be recorded on the check list.

Additional Cleaning

In order to allow time for the caretakers to clean between bookings, a period of half an hour will be allowed between bookings.

In addition, there will be a full end of day clean of all facilities.

Meeting rooms will be locked when not in use to prevent unauthorised access and to ensure rooms remain clean for the next user.

Kitchen

The kitchen is available by separate hire, at all other times it will remain locked.

If the kitchen is hired, there is to be a maximum of 3 people to be allowed in the area and all must be trained in basic food hygiene (level 2). It is available for hire as a kitchen and must not be used for any other purpose.

General

Hirers will not be permitted to refill water bottles or similar.

Hirers must leave promptly to allow cleaning to occur before next user.

Persons waiting to collect Centre users should adhere to social distancing at the front of the building or remain in vehicles. They must not wait within the building.

Those attending yoga and Pilates should bring their own mats, reducing contact with the floor.

Hirers are required to keep the meeting room/function room well ventilated, opening doors (except internal fire doors) and windows as far as possible. Fresh air is preferable to mechanical ventilation.

Government guidance asks venues to take steps to avoid people needing to unduly raise their voices to each other, e.g., playing music at loud volume so that normal conversation is difficult, so as to reduce the risk of transmission of the virus from aerosol and droplet transmission.

Special Conditions, the responsibility of the Hirer

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 Community Centre.

SC2: You undertake to comply with these actions identified in the Community Centres' risk assessment.

SC3: The room will be cleaned prior to hire and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles)

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 and social isolate accordingly/

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open.

SC6: You will ensure that no more than 6 people (including the presenter) attend your activity/event in the meeting room or 20 in the function room, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g., moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses the allocated toilets at one time (unless care support is required).

SC7: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two

households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g., using a wide U-shape.

SC8: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, by taking all rubbish away with you when you leave the hall.

SC10: We will have the right to close the centre 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.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Community Centre you should ask them to leave immediately. 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. Please ensure you inform the Centre staff who will arrange for the area to receive an emergency deep clean.

SC12 Other special points as appropriate. E.g., Where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity E.g. Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members You will avoid using equipment, which is difficult to clean, as far as possible.

Signed and dated by Hirer to state they will adhere to the above

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Date

Signature to confirm they have carried out a comprehensive risk assessment pertaining to the activity they are hiring the room for.

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Date