



HURSTBOURNE TARRANT COMMUNITY CENTRE

Reg. Charity No: 1156307

www.hbt.org.uk

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

- SC1. As the hirer and event or activity organiser, you confirm that you have read and understood the current Government guidance relating to COVID-19 and accept full responsibility for abiding by it. You further confirm that you have satisfied yourself that the facilities and arrangements provided will enable your compliance.
- SC2. You will be responsible for ensuring that those attending your activity or event comply with the Government guidance, in all respects, while entering, occupying and leaving the hall, as shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
- SC3. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have been instructed to self-isolate by NHS Test & Trace; or if within the last 10 days' they or anyone in their household has had COVID-19 symptoms or tested positive; or have been in contact with someone who had symptoms, or developed symptoms within 48 hours after the contact.
- SC4. You will take responsibility for ensuring that anyone attending your activity or event understands that if they develop symptoms within 48 hours of visiting the premises, they **MUST** use the Test and Trace system to alert others with whom they have been in contact; and also alert yourself and the Centre manager. They **MUST** seek a COVID-19 PCR test. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.
- SC5. You will strictly ensure that the number of people attending your activity or event does not at any time exceed the current Government guidance, paying particular attention to provisions for the more vulnerable and non-double vaccinated.
- SC6. From Thursday 27th January 2022 face coverings are no longer required by law in any setting, however you must follow the Public Health Guidance that remains in place regarding the wearing of face coverings – see <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>. For their protection, HTCC volunteers may opt to wear a face covering when opening up /closing the Community Centre for you, and it is requested that if they do, face coverings be worn by all at the premises while a volunteer is on site.
- SC7. You will ask everyone who attends to use the NHS QR poster displayed at the hall entrance to register their attendance and keep a record of any who do not register.
- SC8. You will pay particular attention to the Government guidance with respect to movement in and around 'pinch points' and when using more confined areas e.g. moving and stowing equipment, and outside the toilets, which should be kept as brief as possible.
- SC9. You will take particular care to ensure that appropriate social distancing is maintained for any persons likely to be clinically more vulnerable to COVID-19.
- SC10. You will be responsible for cleaning and sanitising door handles, cupboard doors, light switches, window catches, equipment, toilet handles and seats, wash basins, hand dryers,

swing bin lids and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.

- SC11. You will be responsible for cleaning and sanitising again in a similar manner **on leaving**, after all the other attendees have left, and you must sign off on the form provided to confirm that you have done so.
- SC12. Please take care cleaning electrical equipment. Use cloths - do not spray or use wet cloths!
- SC13. If you use the chairs, you must wipe down the metal frames before and after use. You confirm that you have been warned that the upholstery on the chairs is not being sanitised and you must take your own suitable precautions against possible infection in this respect.
- SC14. You will keep the premises well ventilated throughout your hire, with windows and doors (with the exception of internal fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed and locked on leaving.
- SC15. You will be responsible for the safe removal and disposal of all rubbish created during your hire, including wipes, tissues and cleaning cloths. Rubbish bags will be provided for this purpose. Wipes, paper towels and the like must not be flushed down the toilets.
- SC16. You undertake to comply with CoSHH regulations relating to cleaning materials, paying particular attention to restricting access to the kitchen.
- SC17. You are encouraged to bring your own glassware, crockery, cutlery and the like, and take them away with you.
- SC18. If you do use the Centre's glassware, crockery and/or cutlery you will be responsible for ensuring that all that you use is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, paper towels and the like, so as to reduce risk of contamination between hirers, and take them away. Washing up liquid and washing up cloths will be provided. Use of the Centre's dishwasher is strongly encouraged.
- SC19. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated area, which is beside the main hall side door exiting on to the car park, until such time as you can arrange transport home or to hospital. Ask others in your group to provide contact details if you do not already have them and then to leave the premises, observing the usual precautions in accordance with Government guidance.
- SC20. **You should inform the Centre Manager as soon as possible** and agree and implement arrangements for the building to be locked up after the unwell person has been evacuated.
- SC21. We reserve the right to close the hall at any time if safety concerns relating to COVID-19 arise, or in order to comply with Government guidance. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

The five primary COVID-19 Secure Guidelines:

- **Minimise contact with individuals who are unwell:** **Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- **Clean your hands often:** Sanitiser is provided at the entry and exit point, 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”**.
- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, light switches, table tops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- **Maintain social distancing** in accordance with Government guidance.

As the hirer and event or activity organiser, I confirm that I have read and understood these Special Conditions of Hire relating to COVID-19, which are in addition to the general terms and conditions of hire, and accept full responsibility for abiding by them.

Name:

Contact Address

Telephone No.

Signed:

Date:



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COMMUNITY CENTRE**

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HELP KEEP THIS CENTRE COVID-19 SECURE

1. **You must not enter if you or anyone in your household has had COVID-19 symptoms; or has tested positive for COVID-19 within the last 10 days; or has been asked to self-isolate by NHS Test and Trace.**
2. **If you develop COVID-19 symptoms within 48 hours'** of visiting these premises alert NHS Test and Trace. Alert the Centre manager and alert the organiser of the activity you attended.
3. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap is provided at the toilet hand basins.
4. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
5. **"Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
6. **Face coverings** should be worn when on the premises in accordance with current Government guidance applicable to England.
7. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the Centre between each hire.
8. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Briefly passing another person in a confined space is low risk.
9. **Keep the hall well ventilated. Close and lock doors and windows on leaving.**



**Coronavirus
COVID-19**

**STOP THE
SPREAD**