

Document Title	Special Conditions of Hire during COVID-19
Document Number	23
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Reviewed by	Chris Smith/ Stephen Grosvenor
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Special Conditions of Hire during COVID-19

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

SC1: Entrances and exits – attendees must only arrive on site a few minutes before the start time and must not congregate in the corridors to avoid contact with previous attendees. They must also exit promptly at the end of their session.

SC2: Each room will have a designated entrance and exit to maintain distancing from other hirers whilst using the centre as follows:

- Main hall – via main entrance in middle of building
- Garden room – via garden gate at end of building
- Large meeting room – via parish office entrance adjacent to main church entrance
- St Mary's – via main entrance
- If using both the main hall and garden room together then a one way system can be introduced so that entry and exit are different

SC3: Bookings are strictly for the time period hired only. Set up/ down and cleaning time must be included within this. The hirer is responsible for ensuring that activities finish well within the booked time to allow for them to be cleaned, ready for the next hire.

SC4: The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied within each room. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC5: Where hire includes the use of tables and chairs or involves up to maximum capacity attendees, an extra hire charge may apply to allow for equipment cleaning and stowing and to ensure that attendees have dispersed before the next booking arrives.

SC6: 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, as shown on the attached poster (Appendix 1) which is also displayed at all entrances, in particular using the hand sanitiser supplied when entering and leaving the building.

SC7: You are required to keep a record of the name and contact telephone number or email of all those who attend your session/s for a period of 3 weeks after the session and provide the record to NHS Track and trace if required. We must also be made aware of any cases of Covid-19 so as to inform other hirers.

SC8: You undertake to comply with the actions identified in the Centre's risk assessment, of which you have been provided with a copy (See appendix 2). You must also complete your own activity specific risk assessment and provide us with a copy.

SC9: 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 NHS Test and Trace system to alert others with whom they have been in contact.

SC10: 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 and that handles are wiped down.

SC11: You will ensure that no more than the capacities stated below attend your activity/event, in order that social distancing can be maintained:

- Main Hall – 24 people,
- Main Hall + Garden Room Combined - 32 people
- Garden room – 8 people
- Large Meeting Room – 6 people
- St Mary's Church - 18 people in chapel, 6 in back room

For all spaces, you will ensure that everyone attending maintains 2m social distancing while waiting to enter/ exit and within the premises, and are aware which entrance to use for entry and exit. **Face coverings must be worn** unless you are exercising, eating or drinking. You will also ensure that all attendees leave the premises quickly at the end of each session to minimise congestion with incoming attendees. All toilet areas will be lockable and signage will indicate single use only.

SC12: 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.

SC13: You will position equipment or the arrangement of the room as far apart as possible to facilitate social distancing of 2m between individual people or groups of up to two households. For example, seating side by side, with at least one empty chair between each person or household group, rather than face to face, and with

good ventilation. If tables are being used, you will place them 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.

SC14: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. These must be placed in the bins provided before you leave the centre.

SC15: 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.

SC16: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ask them to leave immediately and seek further medical advice as is appropriate. Ask others in your group to provide contact details if you do not already 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 centre manager on 07582 305760 or 07312 083949.

SC17: Live performances e.g. drama and music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC18: If your group uses equipment you will ask those attending to bring their own where possible to avoid sharing with other members. You will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before and after use by each individual. We will be unable to store any equipment on site at this current time.

SC19: Hirers will be expected to be up to date on government and industry guidance for their specific activity and to ensure this guidance is followed during their hire. We recommend that all hires complete free online training in relation to Covid-19. We recommend the World Health Organisation training as follows:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

SC20: These conditions are subject to change

Acceptance of special conditions of hire

Name:

Group Name:

Sign:

Date:

HELP KEEP THIS CENTRE COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms**
- 2. Face coverings must be worn** unless you are exercising, eating, or drinking.
- 3. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Test and Trace. Alert the manager on 07582 305760 or 07312 083949 and alert the organiser of the activity you attended.
- 4. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance door to your activity and observe distancing throughout the building.
- 5. Use the hand sanitiser provided on entering the premises.** Clean your hands often. Sanitiser is provided at the entrance to all rooms.
- 6. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then clean your hands.
- 8. Door handles, tables, other equipment, sinks and surfaces will be cleaned before you arrive.** Keep them clean. We do our best to clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the hall well ventilated.** Close doors and windows on leaving.

Appendix 2

Document Title	COVID-19 Coronavirus Risk Assessment
Document Number	3a
Author	Jennifer Hatter
Reviewed by	Chris Smith/ Stephen Grosvenor
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1. Introduction

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment outlines the measures taken to minimise the risk of spreading coronavirus amongst users of the Community Centre.

All users will be required to confirm their acceptance of the new special conditions of hire created by us in July 2020 which includes the requirement for users to carry out their own risk assessment and to provide the management team with a copy of that assessment.

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
Entrances & Exits	<p>Hirers and public</p> <ul style="list-style-type: none"> - Congregating outside facilities before bookings - Bookings crossing over as one group leaves and another arrives - Not following social distancing guidelines 	<ul style="list-style-type: none"> • Awareness & prevention posters displayed by entrances and in the facilities • Hand sanitation provided at entrances to the building • Designated entrance and exit for the varying rooms of the facility to avoid cross over of groups. • Hirers asked not to arrive before their booked time to avoid cross over of groups • Hirers asked to stick strictly to booked times and leave the building promptly to avoid cross overs • 2m Markings on the floor inside and outside to guide people on distancing when entering the building and facilities. 	Centre Management Team	31 st July 2020	
Cleaning the centre	<p>Staff & Volunteers</p> <ul style="list-style-type: none"> - Cleaning surfaces - Disposing of rubbish including tissues and cleaning cloths - Deep cleaning if someone falls ill with Covid-19 on the premises 	<ul style="list-style-type: none"> • Staff and volunteers provided with gloves. • Staff given Public Health England (PHE) guidance and PPE for use in the event of a deep clean. • Staff advised to wash hands and outer clothing after cleaning duties • All cleaning completed by centre staff will be recorded on our cleaning checklists. • Each hirer will be expected to agree 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
		to an individual cleaning plan that they will complete specific to their activity.			
Higher Risk Adults	Staff & Volunteers over 70 – Carrying out tasks if a person carrying the virus has entered the premises or falls ill.	<ul style="list-style-type: none"> Advise staff and volunteers in this category not to attend for the time being. If they insist on returning, discuss if provision of PPE and the level of cleaning is sufficient to mitigate their risks. 	Centre Management Team	31 st July 2020	
Mental Stress	Staff, Volunteers & hirers – Having to handle the new situation	<ul style="list-style-type: none"> Talk regularly with staff, volunteers and hirers to ensure arrangements are working and that all are fully aware of the latest guidelines. 	Centre Management Team	31 st July 2020	
Outside Spaces	<p>People in car park, on paths and outside entrances –</p> <ul style="list-style-type: none"> - Social distancing not observed as people congregate before entering the centre - Parking area too congested to allow social distancing - People dropping tissues 	<ul style="list-style-type: none"> Mark out 2m waiting area outside entrances to encourage care when entering Cleaning staff asked to check areas outside entrances for rubbish which might be contaminated and dispose while wearing gloves Passing in car park is low risk. 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
Corridors and lobby	<p>Staff, Volunteers, Hirers & Public</p> <p>– Busy areas where social distancing may not be observed.</p> <p>– Pinch points where 2m distance cannot be adhered to such as in corridors.</p> <p>– Book swap causing high risk of contamination</p>	<ul style="list-style-type: none"> • Mark out 2m spacing in Lobby • Eliminate crossing of paths where possible including designated entrance and exits rather than free flow in and out. • Awareness & prevention posters displayed • Passing in a corridor to use toilets for example is much lower risk than being within 2m of a person for an extended period of time • Anyone waiting for an activity to start/end should wait outside their designated entrance and maintain a 2m distance both for members of their own activity as well as those leaving previous ones. • Tell Hirers they and all attendees must wear a face covering. They can only be removed for exercise, eating or drinking. • Book swap removed from lobby to lower risk of contaminations and prevent people from loitering in the lobby while browsing. 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
Unmanned Centre	Hirers & Public	<ul style="list-style-type: none"> • Centre to be manned as a minimum for start and end of customer bookings for an initial period to ensure guidelines are followed. • All hirers asked to carry out a risk assessment specific to their activity. • Hirers asked to sign to accept special conditions of hire committing to abiding by social distancing and government guidelines for their specific activity. 	Centre Management Team	31 st July 2020	
Main Hall	<p>Staff, Volunteers, Hirers & Public</p> <p>– Light switches, door handles, sockets and window latches used regularly</p> <p>– Groups of several households in one room</p>	<ul style="list-style-type: none"> • Touch points such as door handles, light switches, sockets and window latches to be cleaned regularly by staff • Hirers also asked to regularly clean touch points during hire • Anti-bacterial spray provided to enable hirers to clean • Hirers asked to ventilate the room as much as possible during hire. • Limited capacity to ensure social distancing can be achieved by hirers. • Bookings that do not comply with current government advise or 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
		<p>legislation will not be allowed</p> <ul style="list-style-type: none"> • Awareness and prevention posters prominently displayed • Hirers told it is mandatory for them and all attendees to wear a face covering unless they are exercising, eating or drinking. 	Centre Management Team	31 st July 2020	
Kitchen	<p>Staff, volunteers & hirers</p> <ul style="list-style-type: none"> – Social distancing more difficult in confined space – More touch points such as cupboard handles, fridge door, urn etc. – Equipment/crockery used 	<ul style="list-style-type: none"> • Limit capacity to only 2 people at a time and ask hirers to ensure this happens. Only 1 booking allowed to use the kitchen each session. • hirers to bring their own food/drink • Staff Clean kitchen including all touch points regularly • Hirers asked to clean all areas used before and after use. • No food/drink to be stored or left in the fridge following a booking. • Hirers asked to use own crockery • Hirers asked to use own tea towels to dry up and to then take those tea towels away with them again • Washing up liquid and anti-bacterial cleaner available in the kitchen • Awareness and prevention posters displayed • Hirers told it is mandatory for them and all attendees to wear a face covering unless they are exercising, 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
		eating or drinking.			
Garden Room & Large Meeting Room	<p>Hirers & Public</p> <p>– More difficult to maintain social distancing in small areas</p> <p>– Door handles, light switches, sockets and window latches used regularly.</p>	<ul style="list-style-type: none"> • Recommended that hirers hire the main hall instead to avoid using small spaces • Touch points such as handles and switches cleaned regularly by staff. • Hirers also asked to clean touch points regularly. • Anti-bacterial spray provided to enable hirers to clean • Awareness & prevention posters displayed • Hirers told it is mandatory for them and all attendees to wear a face covering unless they are exercising, eating or drinking. 	Centre Management Team	31 st July 2020	
Offices	<p>Staff & Volunteers</p> <p>– Desks & Chairs spreading the virus</p> <p>– Printer, laminator, shredder, guillotine spreading the virus</p>	<ul style="list-style-type: none"> • Surfaces to be cleaned regularly including desks, chairs, telephone, cupboards and any other stationery and touch points used. • Shared machines such as printer, shredder, laminator and guillotine to be wiped after use • Entrances to the centre should be locked if there are no other bookings in the premises to prevent the public from accessing the building unnecessarily. 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
Toilets	<p>Staff, Volunteers, Hirers & Public</p> <ul style="list-style-type: none"> – Social distancing difficult in small space – Touch points spreading the virus – Baby Changing tables 	<ul style="list-style-type: none"> • All toilets to permit only one person access at a time • Signage on the door to ensure one in one out of male/ female toilets. • New locks installed to male and female toilets access door • Only one cubicle left open in each toilet to reduce touch points and risk of contamination • Hirer to control numbers accessing the toilets at one time to avoid congestion in corridor. • All surfaces in toilets to be cleaned by staff on regular basis including toilets, sinks, dryers and baby changing tables • Posters to advise on 20 second hand washing 	Centre Management Team	31 st July 2020	
Store Room	<p>Staff, Volunteer & Hirers</p> <ul style="list-style-type: none"> – Social distancing not possible – Handles and switches in use – Need to move equipment not normally used. 	<ul style="list-style-type: none"> • Cupboard locked with signage to say no unauthorised access • Hirers not to store equipment in the centre to avoid other people touching it • If access to store room is required by staff/volunteers everyone asked not to touch anything unnecessarily. • Ideally one person at a time in the store room but no more than 2 max at a minimum of 2m social distance. 	Centre Management Team	31 st July 2020	

What are the hazards?	Who might be harmed and how?	Actions taken to mitigate risk	By whom?	When?	Done
Chairs, Tables & other equipment	<p>Staff, Volunteers, Hirers & Public</p> <p>– High numbers of people using the same equipment</p> <p>– Upholstered Chairs harder to clean</p>	<ul style="list-style-type: none"> • Hirers asked to clean surfaces before and after use as well as regularly throughout their hire • Staff to also sanitise tables and chairs regularly when possible to do so. • Hirers also asked to sanitise any of their own equipment before and after use. • Removed upholstered chairs from corridor to allow additional space for social distancing. 	Centre Management Team	31 st July 2020	
Suspected cases of Covid-19	<p>Staff, Volunteers, Hirers & Public</p> <p>– Someone enters the centre and is suspected to have Covid-19</p> <p>-Someone becomes ill with suspected Covid-19 while at the centre</p>	<ul style="list-style-type: none"> • The unwell person will be asked to leave the premises immediately by either the hirer or a member of staff • All hirers will be asked to keep a list of their attendees to assist with the NHS Track and Trace service if required • Hirers will be required to notify the centre manager if someone in their group is suspected to have been in the building with a case of Covid-19 	Centre Management Team	31 st July 2020	

