

St Chad's Centre - Special Conditions of Hire during COVID-19

These Special Conditions of Hire during COVID-19 are supplemental to the St. Chad's Terms and Conditions of Hire and terms within shall have the same meaning as in the Terms and Conditions of Hire.

SC1

The Hirer will be responsible for ensuring those attending an activity or event comply with current COVID-19 Secure guidance, in particular handwashing, wearing face coverings and social distancing.

SC2

The Hirer will be provided with a copy of the current Premises risk assessment and they shall undertake to comply with the actions identified.

SC3

The Hirer is responsible for undertaking risk assessments specific to the activity for which they are hiring the Premises and shall email a copy to the Trustees at stchadscentrebt@gmail.com prior to use of the Premises. The Trustees reserve the right to reject a request to hire the Premises if they do not feel that the mitigation actions adequately address the identified risks.

SC4

The Hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the Hire Period **before** other members of their group or organisation arrive and keep the Premises clean through regular cleaning of surfaces during the Hire Period, 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 their own ordinary domestic products. The Hirer will be responsible for cleaning again on leaving. To ensure adequate time to do this and to help provide social distancing between Hirers, additional time will be incorporated into bookings of the Premises.

SC5

The Hirer will make sure that everyone likely to attend their activity or event understands that they **MUST NOT ENTER THE PREMISIS** if:

- they have had COVID-19 symptoms in the last 7 days
- they have tested positive for COVID-19 in the last 7 days
- they have been personally advised to isolate by NHS Test and Trace or advice on government websites is that they should isolate e.g. following contact with a positive case of COVID-19 or returning from overseas travel.

The Hirer should request anyone attending their activity or event who develops COVID-19 symptoms within 7 days of visiting the Premises to alert them and use the NHS Test and Trace system to alert others with whom they have been in contact. The Hirer shall alert the Trustees on 07771 675082 without delay if they become aware of such cases.

SC6

The Hirer will keep the premises well ventilated throughout the Hire Period, with windows, roof windows and external doors (except fire doors) open as far as convenient. The Hirer will be responsible for ensuring they are all closed and locked on leaving.

SC7

The Hirer will ensure that everyone attending observes current social distancing guidance while waiting to enter the premises and whilst using the premises.

SC8

The Hirer will take particular care to ensure that social distancing is maintained for any persons likely to be clinically more vulnerable to COVID-19. This may include 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.

SC9

The Hirer will position furniture or arrange the room as far as possible to facilitate current social distancing guidance. This may include 2m between individual people or household groups, or 1m with mitigation measures such as: seating side by side rather than face-to-face, at least one empty chair between each person or household group and good ventilation. If tables are being used, they should be placed 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.

SC10

The Hirer will be responsible for recording the name and contact telephone number or email of all those who attend their activity or event for a period of 3 weeks after the Hire Period. Alternatively, they may ask them, or a responsible adult acting on their behalf, to record their presence using the NHS Track and Trace app and QR codes on display in the Premises.

SC11

The Hirer will be responsible for the disposal of all rubbish created during the Hire Period including tissues and cleaning cloths. The Hirer should bring suitable rubbish bags and take all rubbish away with them when they leave the hall.

SC12

If drinks or food are made, the Hirer will be responsible for ensuring that all crockery and cutlery is placed in the dish washer and the dishwasher turned on. The Hirer is responsible for ensuring that anything that can not go in the dishwasher is washed in hot soapy water, dried and stowed away. The Hirer should bring their own clean tea towels and take them away, so as to reduce risk of contamination between Hirers.

SC13

The Trustees shall retain the right to close the Premises if there are safety concerns relating to COVID-19, for example if someone who has attended the Premises develops symptoms and thorough cleansing is required, or if it is reported that these Special Conditions of Hire during COVID-19 are not being complied with, whether by you or by other Hirers, or in the event that the Premises is required or advised to close by government. If this is necessary, the Trustees will seek to inform the Hirer promptly and will not charge for cancelled Hire Periods while the Premises is closed.

SC14

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Premises they should be removed to the designated safe area which is the paving outside the kitchen or in inclement weather the small room off the foyer. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water or hand sanitiser for handwashing. Others in the group should provide contact details and then leave the premises, observing the usual hand sanitising and social distancing precautions, and be advised to launder their clothes when they arrive home. Inform the Trustees on 07771 675082.

SC15

The Hirer will ensure that the maximum number of people in the Premises, including Hirers, contractors and visitors, is within current social distancing guidance. For example, the hall has a maximum capacity of 28 with 2m social distancing. The Hirer will take steps to prevent larger gatherings than allowed by current social distancing guidelines from taking place, for example by operating a booking system, and for larger gatherings providing attendants or stewards to direct people to seats furthest from the entrance on arrival, exit closest to the exits first or invite people to use toilets row by row.

SC16

If current guidance advises against music, singing or people raising their voices, the Hirer will be responsible for taking steps to avoid these, e.g. by refraining from singing, playing music or broadcasts at a volume which makes normal conversation difficult.

SC17

If the Hire Period is for a sport or exercise class, the Hirer will organise the activity in accordance with guidance issued by the appropriate governing body for the sport or exercise.

SC18

Where the activity involves the use of specialist equipment; if it is provided by the Hirer, they will ensure that it is thoroughly cleaned before being brought to the Premises or, where it is stored at the Premises, that it is thoroughly cleaned after use; if it is brought by individuals attending the activity then they should be asked to ensure it is thoroughly cleaned before being brought to the Premises.