



## 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 COVID-19 Secure Guidelines, in all respects, while entering, occupying and leaving the hall, as shown on the attached poster which is also 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 (01264 736353 or 07917 161342). They **MUST** seek a COVID-19 antigen 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 the limits on group sizes and restrictions on social interaction between groups.
- SC6. You will ensure that all those attending your activity wear a face covering unless an exemption or other Government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.
- SC7. You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your activity or event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster displayed at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Test and Trace if required, in accordance with The Health Protection Regulations 2020.
- SC8. You will pay particular attention to the Government Guidelines 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 aged 70 or over or 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. If you make use of the kitchen: You will implement measures in order to encourage full social distancing where possible and to follow the government's advice on mitigation measures where this is not possible.
- SC17. You undertake to comply with CoSHH regulations relating to cleaning materials, paying particular attention to restricting access to the kitchen.
- SC18. If you make use of the serving hatch: you will implement measures necessary to mitigate the risk of the transfer of infection (for example: confine its use to members of the same household)
- SC19. You are encouraged to bring your own glassware, crockery, cutlery and the like, and take them away with you.
- SC20. 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.
- SC21. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe 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. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 follow Government guidance e.g. to launder their clothes when they arrive home.

SC22. **You should inform the Centre Manager on 01264 736353 or 07917 161342 as soon as possible** and agree and implement arrangements for the building to be locked up after the unwell person has been evacuated.

SC23. 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:** These underpin COVID Secure status:

- **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, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals where possible and, where not possible, 1metre plus other mitigation measures.

**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:



## 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 have tested positive for COVID-19 within the last 10 days; or have 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 on 01264 736353 or 07917 161342 and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Comply with markings indicating spacing.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap is provided at the toilet hand basins.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it"**. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Face coverings** should be worn unless an exception applies for your activity.
8. **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.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Briefly passing another person in a confined space is low risk. Standing or sitting next to someone is lower risk than opposite them.
10. **Keep the hall well ventilated. Close and lock doors and windows on leaving.**
11. **Wash your clothes when you get home** to reduce risk of transmission.



Coronavirus  
COVID-19

STOP THE  
SPREAD