

Special Conditions of Hire during COVID-19 Ackworth Parish Council Community Centre

Note: These conditions are supplemental to, not a replacement for, the Standard Conditions of Hire.

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 hall, as shown on the attached poster which is also displayed at the entrance hall, in particular using the hand sanitiser supplied when entering the centre and after using tissues.

SC2:

You undertake to comply with the actions identified in the Community Centre's risk assessment, of which you have been provided with a copy.

SC3:

Rooms are cleaned daily by Parish Council staff. You will be responsible for cleaning door handles, light switches, window catches, and all work surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the room clean through regular cleaning of surfaces during your hire. Cleaning products will be supplied.

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.

SC5:

In line with Government guidelines, you are expected to wear a face covering (see exemptions list) immediately before entering the community centre and must keep it on until you leave.

SC6:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC7:

You will ensure that no more than 6 people (multi-room) or 12 people (function room) attend your activity/event, in order that social distancing can be maintained. Where possible observe social distancing of 1m plus mitigation measures when using more confined areas (eg moving equipment, accessing toilets, using stairs) which should be kept as brief as possible.

SC8:

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.

SC9:

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 with mitigation measures such as: seating side by side, with at least 2m 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.

SC10:

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 the NHS Track and trace if required. (People are not obliged to provide details). In addition, you must notify the Clerk to Ackworth Parish Council should anyone in your group test positive for Covid-19.

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided within the room or taking all rubbish away with you when you leave the community centre.

SC12:

You will encourage users to bring their own drinks and food. Kitchen facilities will not be available.

SC13:

We will have the right to close the community centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the community centre 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.

SC14:

In order to avoid risk of aerosol or droplet transmission 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.

SC15:

Other special points as appropriate.

E.g. Where a sports, 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 ensure that any equipment you provide is cleaned before use and before being stored in the community centre cupboards.

Face Covering Exemption List

Current exemptions to face coverings are for those:

- Under the age of 11
- Not able to wear one due to a physical or mental illness, impairment or disability, or if wearing one will cause severe distress
- Travelling with or providing assistance to someone who relies on lip reading to communicate
- Avoiding harm or injury to yourself or others
- Avoiding injury and don't have a face covering with you
- Eating or drinking if reasonably necessary
- Taking medication
- Asked by a police officer or other official to remove your face covering