

CODDINGTON COMMUNITY CENTRE

Special Conditions of Hire for Coddington Community Centre following COVID-19 outbreak

Note: These conditions are supplemental to, not a replacement for, the centre's ordinary 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 centre, as shown on the attached poster which is also displayed at the centre entrance, 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 centre's risk assessment, of which you will be provided with a copy.

SC3: You have responsibility for managing risks arising from your group's own activities and have control of the premises. You should take account of any guidance relevant to your specific activity or sector.

SC4: The centre will be cleaned regularly cleaned and fogged by Coddington Community Centre staff. You 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 your period of hire after other members of your group or organisation leave 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) There will be a log for you to sign at the centre entrance with details of what needs to be cleaned.

SC5: 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

SC6: You **MUST** keep a record of the date and time your activity at the centre started and finished and the name and contact telephone number or email of all those who attend your event. You must retain this information for 21 days in case of an outbreak. Also, you must ask everyone who attends to use the NHS QR poster at the centre entrance to register their attendance.

SC7 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.

SC8: You will ensure that no more than 80 people attend your activity/event in the Main Hall and 27 in the Jubilee Room, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible, that they observe any one-way system within the premises, and as far as possible observe social distancing. 1m plus mitigation measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will make sure that no more than 2 persons use each suite of toilets at one time

SC9: You will take particular care to ensure that social distancing is maintained for any persons 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 or other confined areas without compromising social distancing.

SC10: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you are advised to 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.

SC11: You will operate a one-way system letting your users enter the building at the main entrance and leave through the fire doors of the room you are using to avoid break down of social distancing at pinch points e.g., corridor. You will ensure that all doors are locked before you leave the building.

SC12: You will ensure the front door is open before your activity is due to commence to allow users to enter the building in a socially distanced manner and manage the queue if necessary to ensure social distancing. You will lock the front door once all your users have arrived.

SC13: You will remind your customers/group who are accompanied by children that they are responsible for always supervising them and should follow social distancing guidelines.

SC14: On entering the centre, we recommend that you and your users wear a face covering. We respectfully ask you to wear a face covering when with our staff.

SC15: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the centre.

SC16: You will encourage users to bring their own drinks and food where possible. If food or drink is being consumed it must be consumed while seated (unless just a drink bottle used during exercise). Only 2 people to be in the kitchen at any one time. If the kitchen is used during your hire period you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried (or use the dishwasher) and stowed away. You will bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC17: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre you will:

- remove them to the designated safe area which is outside (if not raining) /the Jubilee Room (if raining).
- 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 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 Site Manager on 07961 510999. Also email the Clerk: office@coddington.org.uk

SC18: For performances and other events with seated audiences, you will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC19: Where you/your group uses your/their own equipment:

- a. You will ask those attending to bring their own equipment and not share it with other members
- b. You will avoid using equipment, which is difficult to clean, as far as possible.
- c. You will ensure that any equipment you provide is cleaned before use and before being stored.

SC20: To avoid risk of aerosol or droplet transmission please 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.

SC21: 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 centre develops symptoms and thorough cleansing is required or if it is reported that these conditions above are not being complied with, whether by you or by other hirers, or if 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.

On behalf of my group, I commit to follow these special conditions and ensure my group follow them too. I understand and accept that we will need to follow them until the Coddington Community Centre confirms in writing that (some/all these conditions) no longer need to be followed.

Name:..... **Group:**.....

Signature:..... **Date:**.....

Coddington Community Centre

HELP KEEP THIS CENTRE COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 10 days** of visiting these premises, you must seek a COVID-19 test. Alert the centre manager on 07961 510999 and alert the organiser of the activity you attended.
3. **Maintain social distancing as far as possible from anyone you do not have regular contact with**
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **Face coverings SHOULD be worn** in confined areas (e.g., toilets, corridors) unless an exemption applies to a person (e.g., for health reasons, those aged under 11) and you are encouraged to wear them at a busy or crowded event if the organiser asks you to do so, to protect more vulnerable people.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
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.** 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 centre well ventilated. Close doors and windows on leaving.**