

# **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 poster on page 6 which is also displayed at the centre entrance, in particular using the hand sanitiser supplied when entering and leaving the centre and after using tissues.

SC2: You have responsibility for managing risks arising from you own activities when you are using the premises and should take account of any guidance relevant to their specific activity or sector.

SC3: You undertake to comply with the actions identified in the centre's risk assessment, of which you have been provided with a copy.

SC4: You will be responsible for cleaning all used surfaces during your period of hire (including tables, wash hand basins, door handles, light switches using either the products supplied. There will be a log for you to sign in each room you use with details of what needs to be cleaned.

Please take care when cleaning electrical equipment. Use cloths - do not spray!

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** contact the Clerk and you so users that have been in contact with them can be informed so they can self-isolate. You must take a register at each session with contact details and retain for 21 days in case of an outbreak.

SC6: 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.

SC7: You will ensure that no more than the number of people detailed in the table below attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing including while waiting to enter the premises (for example managing arrival departure times, splitting into more than one session). Also, that they observe the one-way system within the premises.

The table shows the maximum number of people. If there is a lot of moving around during your activity/you have tables with displays/presentation area, you need to consider how this will affect social distancing and reduce numbers accordingly.

Government Social Distancing requirement	Main Hall (see diagram for measurements)	Jubilee Room (see diagram for measurements)
2 metres	27	15

**Figure 1: Table showing maximum number of people in each centre to allow social distancing**

SC8: When using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time.

SC9: You should make users aware of, and encourage compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to members of any 2 households (or support bubbles); while outdoor gatherings are limited to members of any 2 households (or support bubbles), or a group of at most 6 people from any number of households.

SC10: Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. 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.

SC11: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face.

SC12: 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 using are 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. Users of the Jubilee Room will leave through the fire doors at the side of the building. Users of the Main hall will leave through the fire doors at the end of the hall.

SC13: 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.

SC14: You will remind your customers/group who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.

SC15: The latest Government advice is that if you can, you should wear a face covering if in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. However, face coverings should not be taken on and off frequently, so while this is most relevant for crowded areas such as public transport it is preferable in halls that social distancing and good hygiene are maintained. Where, however, people will be working in proximity, and with older and medically vulnerable people, a face covering is advisable to protect those people. Examples include preparing food or drink in the kitchen and serving older or vulnerable people e.g. at a coffee morning or lunch club, in a community shop or cafe.

SC16: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths; this will need to be put in the bin outside. Spare rubbish bags will be provided

SC17: You will encourage users to bring their own drinks and food where possible. 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, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC18: 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 the garden (if not raining) /the Jubilee Room .
- 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.
- double bag any waste from the person who is unwell and leave this next to the external bin (please do not put it in the external bin as we need to store it for 72 hours before it is collected)
- inform the Site Manager on 07961 510999. Also email the Clerk: office@coddington.org.uk

SC19: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.

SC20: 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.

SC21: You will need to manage noise to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

SC22: 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 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.

**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 these until Coddington Community Association confirms in writing that (some/all) 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 7 days** of visiting these premises alert Test, Track and Trace and the Clerk on 07985386638 or email [office@coddington.org.uk](mailto:office@coddington.org.uk) and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Observe the one-way system that your group leader will inform you of.
4. **Use the hand sanitiser provided on entering and leaving 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. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the centre between each hire.
8. **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 but should be avoided.
9. **Keep the centre well ventilated. Close doors and windows on leaving.**
10. **Wash your clothes when you get home** to reduce risk of transmission.

# CODDINGTON COMMUNITY CENTRE

http://www.vertex42.com/WordTemplates/printable-graph-paper.html

CODDINGTON COMMUNITY CENTRE

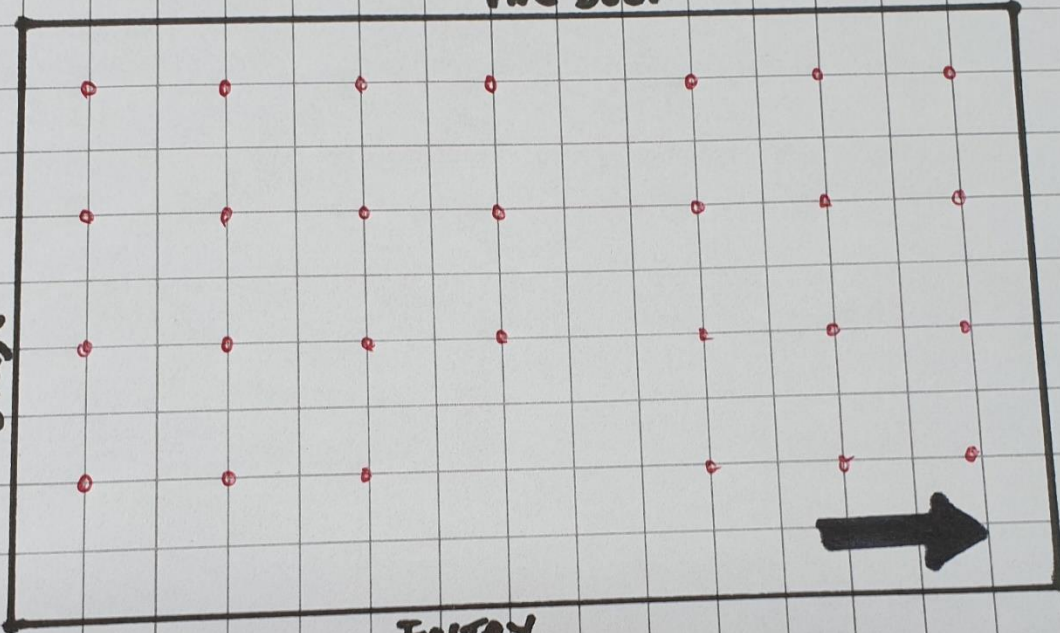
MAIN HALL

16 metres

9 metres

Stage

Fire Door



EXIT here

ENTRY  
HERE

(exit to toilets/kitchen  
only)

MAXIMUM  
NUMBER OF  
PEOPLE 27

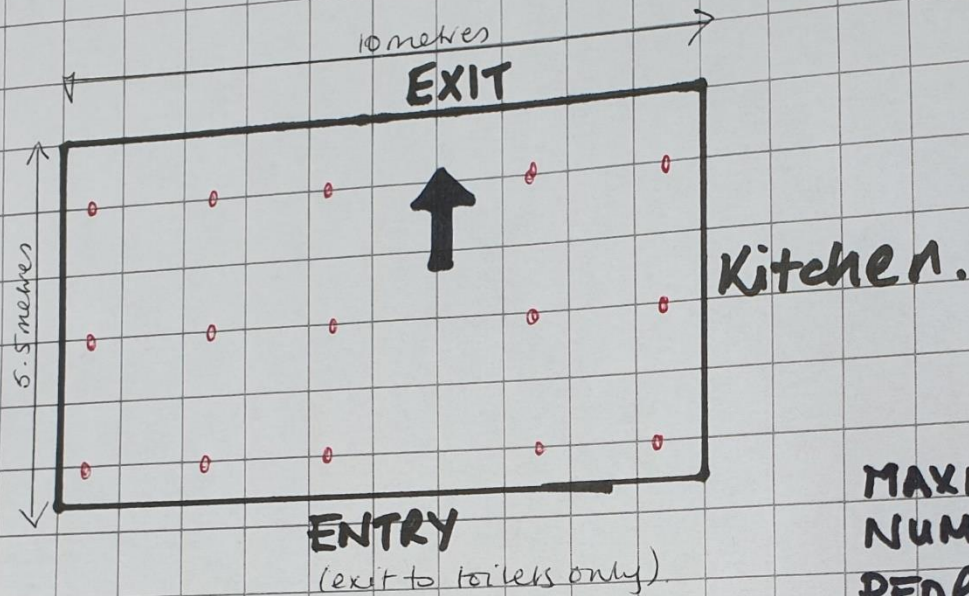
REMEMBER: if users are moving around and you are using tables etc. The numbers will need to be reduced accordingly to allow 2 m distancing.

SCALE  
1cm = 1m

Please remember new exit and remind anyone who will be collecting children etc.

# CODDINGTON COMMUNITY CENTRE

JUBILEE ROOM.



MAXIMUM  
NUMBER OF  
PEOPLE 15

REMEMBER: If users are moving around and you are using tables etc. the numbers will need to be reduced accordingly to allow 2 metre distancing

SCALE 1cm=1

Please remember new exit and remind anyone who will be collecting children etc.