

William Collyn Community Centre
Special Conditions of Hire during COVID-19

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 have been provided with a copy.

SC3) The Centre will be cleaned before your arrival and after your departure by Centre staff (or the Centre's nominated contractor).

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 Centre they **must** use the NHS Test and Trace system to alert others with whom they have been in contact.

SC5) You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient.

SC6) You will ensure that no more than the maximum number of persons permitted in the space hired attend your activity/event, in order that social distancing can be maintained. This is:

- For the Gordon Hall: 30
- For either side of the Gordon Hall (if hall divider is in place): 15
- For the Scrine Room: 2

You will ensure that everyone likely to attend maintains social distancing while waiting to enter the premises, within the premises, and as far as possible when using more confined areas (e.g. moving and stowing equipment in lockers, using lavatories, preparing hot drinks), which should be kept as brief as possible. You will make sure that no more than two people use each suite of lavatories at one time.

SC7) You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be 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 lavatories, kitchen or other confined areas without others being present. (For other people, passing another person in a confined space is less risky, but for older people that risk needs avoiding.)

SC8) 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. If tables are required, these will be set up by Centre staff so as to maintain a distance of at least 2m across the table between people who are face to face e.g. using a wide U-shape.

SC9) You are required to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 21 days after the event and provide the record to NHS Test and Trace if required.

SC10) You will be responsible for ensuring the disposal of all rubbish created during your hire into the rubbish bins provided (which are lined with bin liners) before you leave the Centre.

SC11) You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. We will provide washing up liquid, washing up cloths and clean tea towels for every booking.

SC12) We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall 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.

SC13) In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Centre you will ensure the COVID-19 Treatment Plan set out in Appendix A is followed.

SC14) For events with more than 30 people permitted at the Centre Manager’s discretion, you will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing stewards 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 on a row by row basis at suitable intervals.

SC15) 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.

Hire in the name of:

In respect of hires taking place on:

Signed by the Centre Manager, duly authorised, on behalf of the **William Collyn Community Centre**:

Signed by (or on behalf of) the **Hirer** named in the associated Hire Agreement(s) relating to the above dates:

Appendix: COVID-19 Treatment Plan

In the event of someone becoming unwell with suspected COVID-19 symptoms at an event you are hosting at the William Collyn Community Centre you should:

1. Inform the member of William Collyn Community Centre staff on duty.
2. Send the unwell person home immediately.
3. Ask other members of your group to provide their contact details if you do not have them.
4. Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
5. Advise them to launder their clothes when they arrive home.

If the unwell person needs to wait for a lift:

1. Inform the member of William Collyn Community Centre staff on duty who will remove them to the safe waiting area, which is the Scrine Room, and provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels.
2. Put on a face covering, gloves and apron to protect yourself.
3. Once they have been collected:
 - a. Remove gloves, apron and face covering to the rubbish bag*
 - b. Wash your hands for at least 20 seconds with warm soapy water
 - c. Once home - launder all your clothes and wipe down/disinfect your car.

*Note that the waste should be double bagged and kept for 72 hours before being collected.