



SAWLEY COMMUNITY ASSOCIATION

Special Conditions of Hire

September 2021

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with current COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the poster which is displayed at the Hall entrance, in particular using the hand sanitiser supplied when entering the Hall and after using tissues.

SC2:

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

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces used during your period of hire **before you 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) or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

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

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. It is good practice to ventilate the room for 10 minutes, after people have left whilst you clean surfaces. You will be responsible for ensuring they are all windows and doors are securely closed on leaving.

SC6:

You will ensure that no more than **100** people attend your activity/event, in order that social distancing can be maintained.

You will encourage people to avoid close contact with those they do not regularly see as far as possible, and as far as possible observe measures such as face coverings when using more confined areas eg moving and stowing equipment, accessing toilets.

You will ask people to make sure that no more than two persons use each suite of toilets at one time.

SC7:

You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

SC8:

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9:

You are requested to continue to 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 event. This can be done by operating an advance booking system which collects these details, by asking everyone who attends to use the NHS QR poster at the Hall entrance to register their attendance or by keeping a record of any who do not register using their smartphone app and the Hall's NHS QR poster **however**, there is no longer any obligation for attendees to do do this.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Empty all bins and dispose of rubbish in the skip outside, (through Exit door in the Bar area) or take away with you.

SC11:

Continue to encourage people to bring their own food and drinks. However, if drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You should 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.

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 Conditions of Hire 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 Hall you should remove them to the designated safe area which is the small room at the back of the Hall on the left-hand side. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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 Mark Williams (Chairman - Sawley Community Association) 07894 811707 or another Committee member.

SC14:

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.

You will ensure that any equipment you use is cleaned before use and before being stored in the Hall's cupboards.

SC15:

You should encourage all those attending your activity to continue to wear a face covering (unless they are exempt) when using confined areas such as toilets and corridors, for the safety of others.