

THE CROFT FIELD ACTIVITY CENTRE, HUNGERFORD

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 main entrance, in particular using the hand sanitiser supplied when entering the centre. You will ensure the activity or event taking place in the centre is permitted and adheres to current Government guidelines.

SC2: Those attending your activity or event must use face coverings before entering the centre and must keep the face covering on until they leave unless there is a reasonable excuse for removing it.

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: The centre will be cleaned before you arrive or quarantined for 72 hours and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, toilet handles, door handles, light switches, heater switches and window catches) using the spray and paper towels provided. Please dispose of the used paper towels in the rubbish bins. (See attached plan for locations). Please take care cleaning electrical equipment. Use paper towels - 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 use the Test, Track and Trace system to alert others with whom they have been in contact.

SC6: You will keep the premises well ventilated throughout your hire, with windows, doors and 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 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas e.g. moving and stowing equipment, 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 or 1m 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, 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 NHS Track and trace if required. (People are not obliged to provide details). **From 18 September 2020, it will be mandatory for certain businesses to have a system to collect NHS Test and Trace data, and keep this for 21 days.** Core COVID-19 Secure requirements will be mandated for hospitality businesses, and egregious breaches enforced. The government has also published simplified [COVID-19 Secure guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19). Refer to <https://www.gov.uk/guidance/working-safely-during-coronavirus-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 bins provided (see attached plan for locations). At the end of your period of hire, you will be responsible for removing all rubbish bags into the black wheelie bin situated outside the centre.

SC12: 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. You will bring your own clean tea towels and washing up cloths, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.

SC13: 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.

SC14: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre, they should immediately leave the centre to return to their home address. 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 centre cleaner on 07706 106785 and the caretaker on 07786 540690.

SC15: If you are bringing your own equipment, you will ensure that the equipment you provide is cleaned before use, particularly if it is to be shared with other members of the group. Avoid using equipment, which is difficult to clean, as far as possible.

SC16: If you are a group who has permission to store equipment at the centre, you are responsible for the cleanliness of your equipment. You will ensure that your equipment is cleaned before and after use and before being stored in the centre.

SC17: 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.