

Saltford Community Association

Special Conditions of Hire during Covid 19 Issue 4 September 2020

Note: These conditions are supplemental to, not a replacement for, the SCA's ordinary conditions of hire and will remain in force until advised by the SCA that they no longer apply.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the current Covid – 19 Secure Guidelines issued by the government while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

Where applicable, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC2: Risk Assessment You will undertake to complete and comply with the actions identified in your hirer risk assessment (example attached) and with the conditions set out in this document.

SC3: One way system to enter and exit the building. The main doors to Saltford Hall and to the Wansdyke Room will be kept locked to prevent entry from members of the public using the toilet facilities and also hall users from congregating in the foyer. The hirer will enter the building using the key pad code but will leave the door latched. Entry to the room for members will be as follows, and will be opened by the hirer:

Main Hall – entry and exit via the 2 fire exits facing the car park.

Avon Room – entry and exit via the fire exit facing the tennis courts.

Upstairs rooms - entry and exit via the main entrance. The hirer will organise entry as their members arrive. This should be manageable due to the low numbers involved. Stairs – please ensure that attendees do not pass on the stairs and those descending will take priority. Lift – only one person in the lift at any one time unless it is with a member of their household or with a carer.

Wansdyke Room – entry via normal entrance and exit via fire door

Please ensure your members observe social distancing at all times during entry and exit of the activity and also at all times during the room hire.

Bicycles etc. must not be left in the foyer while activities are attended.

SC4: Cleaning. The room floors and touch points will be cleaned once a day by the hall cleaning team, in the morning before the start of activities, but room hirers will be responsible for cleaning the room **before** their activity.

You will be responsible for cleaning key pads, door handles, light switches, window catches, tables, chairs, equipment, wash basins and all surfaces likely to be used

during your period of hire **before your hiring activity commences** and to keep the premises clean during your hire, paying particular attention to surfaces. Please bring your own cleaning equipment such as anti-viral/anti-bacterial wipes but other cleaning items such as mops and brooms will be available if needed. Please make sure that cleaning electrical equipment is done with wipes and not spray.

SC5: Covid Secure 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 use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test. Please remind your members of these conditions before each event.

Please keep a record of attendees contact details in case they need to be informed of any possible infections – See SC16.

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.

SC6: Kitchens All kitchens in the buildings will be closed until further notice and no equipment held in the kitchens may be used. If necessary, please ask your members to bring their own refreshments but not to share them. Please do not bring in any electrical equipment from home. The sink on the upstairs landing will be open for hand washing purposes only.

SC7: Occupancy You will ensure that no more than the number stated below for each room attend your activity/event, in order that social distancing can be maintained.

For non-High Intensity Exercise

Main Hall – maximum attendees – 60

Avon Room – maximum attendees – 15

Somerset Room - maximum attendees – 12

Kelston - maximum attendees – 8

Wansdyke Room - maximum attendees - 15

For High Intensity Exercise

Main Hall – maximum attendees – 21

Avon Room – maximum attendees – 6

Somerset Room - maximum attendees – 5

Kelston - maximum attendees – 3

Wansdyke Room - maximum attendees - 8

You will ensure that people attending do so in groups of no more than 6 (unless they are a “qualifying group”) and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, and as far as possible when using more confined areas (eg moving and stowing equipment in storerooms), which should be kept as brief as possible.

SC8: Toilets Only one person may use the toilet suite at a time. There is a vacant/engaged sign on the **main** door and those waiting outside should observe social distancing.

SC9: 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 2 metre distance around them, where possible, when going in and out of rooms and ensuring they can access the toilets, 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.)

SC10: You will position furniture or the arrangement of the room as far as possible so as to facilitate people seating side by side, with at least the space of an empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1m+ across the table between people who are face to face (eg using a wide U- shape).

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing unduly to raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, placing into the rubbish bags provided before you leave the hall. Please place waste bags in the skip at the front of Saltford Hall.

SC12: Saltford Community Association 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. If this is necessary we will do our best to inform you promptly. Room hire fees will not be charged if your activity is cancelled because the SCA has closed the room/building. If your activity is cancelled by you the hirer but could have taken place in the open building the full room hire fee will be charged.

SC13: Arrival and departure times. Hirers will have access 30 minutes prior to the booking commencing in order to undertake all cleaning and set up required. You and your attendees **must not** arrive earlier than this time to avoid congestion. At the end, you and all your attendees, **must** vacate the room within 15 minutes of your booked time, again in order to avoid congestion. The 30 minute before and 15 minutes afterwards will not be charged.

SC14: Emergency Covid illness. In the event of someone becoming unwell with suspected Covid-19 symptoms while in the buildings you should remove them to the designated safe area which is situated in the Disabled Toilet off the foyer in the main building. A PPE pack will be available in this room. Keep contacts to a minimum and call the emergency hall contact number, held within the emergency treatment pack, immediately. Have the contact details of all attendees available.

SC15: Face coverings. You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC16: Test and Trace QR Code You **must** 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 (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster, or your own NHS QR Poster.

I/we agree to abide by the Special Conditions raised in this document and will supply a copy of our Group Risk Assessment if asked.

Signed Date.....

Print Name

Organisation/Club/Hirer
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