

## Special Conditions of Hire related to COVID-19

- SC1** You (hereafter called the 'Hirer'), will be responsible for ensuring those attending your activity or event comply with the COVID-19 Guidelines while entering and occupying the hall, as shown on the attached poster which will be displayed at the hall entrance. All attendees must use the hand sanitiser supplied when entering the hall and at regular intervals during the session.
- SC2** The Hirer undertakes to comply with the actions identified in the hall's risk assessment, of which you were provided with a copy.
- SC3** The Hirer is responsible for cleaning high contact areas (including but not limited to door handles, light switches, window catches, equipment, toilet handles and seats, wash basins) likely to be used during your period of hire before other members of your group or organisation arrive 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. The Hirer will be required to clean again on leaving. Please take care cleaning any electrical equipment - use microbial wipes, do not spray.
- SC4** The Hirer must ensure everyone likely to attend their activity or event understands that they **MUST NOT ATTEND** 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 NHS Test and Trace system to alert others with whom they have been in contact.
- SC5** The Hirer will keep the premises well ventilated throughout their session, with windows and doors open, especially when physical activity is undertaken. The Hirer is responsible for ensuring all doors and windows are securely closed on leaving.
- SC6** The Hirer will ensure that no more than 30 people attend their session, in order that social distancing can be maintained. The Hirer must ensure everyone attending maintains 2 metres social distancing while waiting to enter the premises, and create a one-way system within the premises if required, and as far as possible observes social distancing of 1 metre plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. The Hirer will ensure that no more than one person uses each suite of toilets at one time.
- SC7** The Hirer must take particular care to ensure that social distancing is maintained for any persons aged 70 years or over, or likely to be more clinically 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.
- SC8** The Hirer must position any furniture or the arrangement of the room as far as possible, to facilitate social distancing of 2 metres between individual people or groups of up to two households or 1 metre 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, the Hirer must place them to maintain a distance of at least 2 metres across the table between people who are face to face (e.g. using a wide U-shape).
- SC9** The Hirer must keep a record of the name and contact telephone number or email of all those who attend the session for a period of 3 weeks after the event and provide the record to NHS Test and Trace if required.
- SC10** The Hirer is responsible for the disposal of all rubbish created during the session, including tissues and cleaning cloths in the bins provided.

**SC11** If drinks or food is made the Hirer is responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. The Hirer is responsible for bringing clean tea-towels, to reduce risk of contamination between Hirers, and take them away. Liss Parish Council will provide washing up liquid and washing up cloths.

**SC12** Liss Parish Council reserves the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the building develops symptoms and deep cleaning 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** The Hirer must ensure that any equipment brought by attendees is not shared with other attendees. The Hirer will avoid using difficult to clean equipment as much as possible. You will ensure that any equipment provided during your sessions is cleaned before and after use.

**SC14** In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall The Hirer should remove them to a safe area away from the main group, get the Emergency COVID-19 Responder Box, put on the protective items and provide the affected person with the tissues, hand sanitising gel and a bin bag. 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, advise them to launder their clothes when they arrive home. After assisting the unwell person immediately inform the Assistant Clerk: [assistantclerk@lissparishcouncil.gov.uk](mailto:assistantclerk@lissparishcouncil.gov.uk) / 01730 892823

**SC15** The Hirer must ensure face coverings are worn by anyone entering the building during their session (unless they have a valid exemption - age, health or disability). By law face coverings may only be removed if undertaking exercise or an activity where wearing a face covering would negatively impact their ability to do so (this includes eating, taking medication etc...). Where masks are removed the Hirer must ensure there is good ventilation and attendees observe 2 metres social distancing.

**Name of Hirer** .....

**Signed on behalf of the Hirer** .....

**Date**.....

*Please sign and retain one copy for your records and return the other copy to the Assistant Clerk*