



Special Conditions of Hire during Covid-19

- SC1 You, the hirer, will be responsible for ensuring those attending your activity or event comply with the current Covid-19 Secure Guideline issued by the UK government, including any additional local restrictions, at the time of hire when entering and occupying the hall. If, at the time of occupation, the current government guidance is more stringent than the requirement described here, the government guidelines will govern.
- SC2 You undertake to comply with the actions identified in the Hall's risk assessment, of which you will be provided with a copy. You will have completed your own risk assessment for your activity and provided us with a copy, for approval, prior to your hire commencing.
- SC3 We will be ensuring that the hall is cleaned thoroughly once a week. You will be responsible for wiping door handles, light switches, window catches and sills, toilet handles and seats, wash basins, tables and chairs and all surfaces and equipment likely to be used during your period of hire **before** other members of your group or organisation arrive. You should also check the outside area for any obvious risks, eg dropped tissues, and remove using gloves.
- SC4 You will keep the premises clean through regular cleaning of surfaces during your hire. Cleaning materials will be supplied and easily accessible in a cupboard in the main hall. If you run your activity with multiple groups in succession, particularly attention should be paid to cleaning door handles and other surfaces between each group.
- SC5 You will thoroughly clean all surfaces referenced above before leaving the hall.
- SC6 No disinfectant spray is to be used directly on electrical equipment.
- SC7 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 10 days., and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the 'Test and Trace' system to alert others with whom they have been in contact. If you, the hirer, or anyone in your household develops symptoms, you must cancel your activity or event.
- SC8 You will give careful consideration to the arrival and departure of people at your activity and outline, in your risk assessment, how you plan to manage this. You should ensure doors are held open to avoid multiple people touching the handles. If people may be coming and going at the same time, a one-way system may be necessary.
- SC9 You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient, in compliance with fire safety regulations, and taking into consideration other risks. You will be responsible for ensuring all windows and doors are securely closed before leaving.
- SC10 Your risk assessment will state how many people can safely attend your activity or event whilst maintaining at least 2m physical distancing. You will ensure that no more than this maximum number attend and you will do your best to ensure that everyone attending maintains 2m physical distancing while present, as well as on arrival and departure.
- SC11 It is mandatory for everyone aged 11 and over to wear a face covering at all times in the hall, unless they are exempt according to one of the government's categories.

- SC12 Current restrictions in Oldham require that no-one should socialise with a person from another household or support bubble. You are responsible for running your activity in a way that complies with this requirement.
- SC13 All equipment you require must be brought with you and taken away again at the end of the session; it is not currently possible to store equipment at the hall throughout the week.
- SC14 Only the single disabled toilet is to be used. After each use, surfaces that have been touched should be wiped down with anti-bac wipes provided (eg flush handle, seat, taps, lock). For this reason, an adult must attend with a child and, for safeguarding reasons, this must be their own parent/carer. You are responsible for ensuring this happens. If children attend your group without their parents being present, your risk assessment must explain how you will manage access to the toilet in a way that is both 'covid secure' and meets safeguarding regulations.
- SC15 If your activity or event is attended by any persons aged 70 or over or likely to be clinically more vulnerable to Covid-19, you will ensure they are aware of the government guidelines relating to these groups and will consider whether any additional measures need to be put in place for their protection.
- SC16 You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least m between each person, rather than face to face. If tables are being used you will place them to maintain a distance of at least 2m across the table between people who are face to face.
- SC17 You will be responsible for ensuring all rubbish created during your hire, including tissues and cleaning cloths, is placed in the bins (with lids and liners) in the hall. If a bin is full at the end of your hire period, please securely tie and remove the liner, wearing gloves, and place it in the outside bin. Please also replace the liner with a fresh one (provided).
- SC18 The kitchen is accessible for access to boiling water but should not be used, at this point, for extensive food preparation and serving. Due to its size and the difficulty of physically distancing in the kitchen, only one person should enter and each group must provide all their own equipment. Any surfaces touched must be cleaned after use. It would be preferable for attendees to bring their own drink and/or food with them, if at all possible.
- SC19 We 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 cleaning is required, or if it is report that these special hiring conditions are not being complied with, whether by you or 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.
- SC20 You will record the name and contact details for all people who attend the activity or event during your hire. This will be used for contact tracing purposes, if required, in future. You will retain these details for 21 days in such a way as to comply with GDPR guidelines. At the end of this period, if not otherwise directed or requested, you will securely destroy these records.
- SC21 In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, they should immediately relocate outside and arrange for transport home. If the symptoms are mild and the ill person seems able, they should go home, self-isolate and arrange for a Covid-19 test. If the person is or becomes very unwell, telephone the NHS helpline on 111 and follow their advice. Finally, inform Brian Mills on 07710 717866 and the Rev Katy Cunliffe on 07548 295229.