



## NORTH HORSHAM PARISH COUNCIL

### SPECIAL CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES DURING COVID-19

**(Note these are supplemental to, not a replacement for,  
the normal Policy and Conditions of Hire)**

1. **The Hirer will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines, government legislation (and, if appropriate, guidance given by their own governing body) which is applicable at the time of the hire.**

**Note that this means that occupancy numbers and distancing space may be different from that given below.**

2. The Hirer will undertake to comply with the actions identified in the Risk Assessment, provided by North Horsham Parish Council, for the particular Hall/room they are hiring.
3. The Hirer will be asked to provide a Risk Assessment for their activity.
4. On entering and leaving the building everyone must wash their hands thoroughly for at least 20 seconds using soap and water or use hand sanitiser.
5. On entering the building everyone is required by law to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'. This could be for an exercise class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so.
6. Hirers must ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and observe the one-way system, if there is one, when inside the building.
7. Hirers must ensure that everyone over the age of 16 who attends their event scans the NHS QR code provided using their NHS COVID-19 app **OR** provides their name and contact details to them, the Hirer. This information must be passed to a representative of the Parish Council and will be provided to NHS Track and Trace if required. The information will be destroyed after 21 days.

North Horsham Parish Council has set up a system (which adheres to the General Data Protection Regulations) to make this process as simple as possible

8. The hall will be clean when Hirers arrive and they will then be responsible for cleaning all regularly used surfaces during their period of hire, including tables, chairs and door handles.

Care should be taken when cleaning electrical equipment. Cloths should be used, do not spray.

9. The Hirer will make sure that everyone likely to attend their 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.
10. The Hirer will keep the premises well ventilated throughout their hire, with windows and doors open as far as convenient. Internal fire doors must not be propped open.

If the caretaker is not in attendance when the Hirer leaves the premises, they will be responsible for ensuring that all doors and windows are securely closed on leaving.

11. The Hirer will ensure that no more than the recommended number of people attend their activity/event in order that social distancing can be maintained.

The maximum number that the room will accommodate will be advised on booking, but it will be the responsibility of the hirer to determine the exact number according to the activity being undertaken and relevant government legislation.

12. In line with Government Rules from 17<sup>th</sup> May 2021 (Step 3) larger gatherings exceeding the social contact limits may take place providing certain conditions are met.

These gatherings must be organised by a business, charity, public body or similar organisation and Hirers must adhere to COVID secure guidance and legislation in place at the time of hire. This will include abiding by capacity limits for spaces hired and adhering to the social distancing reassures stipulated.

Activities which are exempt from social group limits or which have different group limits include:

- supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children's playgroups
- organised sport or exercise for children and adults
- support groups
- childcare provided by a person who is registered under Part 3 of the Childcare Act 2006 or supervised activities for children
- education or training
- providing essential voluntary services or public support services, including digital access to public services, medical treatment, the provision of food bank or other support for the homeless or vulnerable people, blood donation services or support in an emergency
- voting, counting of votes or activities ancillary to voting or the counting of votes in an election or referendum.

If none of these exemptions apply the Hirer must take reasonable steps to ensure that those attending do not mix beyond what is permitted – up to 6 people or 2 households indoors.

13. As far as possible hirers should observe social distancing of 2m, plus mitigation measures (eg face coverings, restricting those involved at any one time) when using more confined areas (e.g. moving and stowing equipment, accessing toilets), which should be kept as brief as possible.
14. The Hirer will make sure that only one person uses each suite of toilets at a time. In some cases, a specific toilet will be allocated for use. Queuing should be avoided but, if necessary, 2m distancing should be observed.
15. Use of equipment is to be kept to a minimum. If tables and chairs are required, the caretaker will get them out. The Hirer can clean them if they wish and then at the end of the hire, they must be left out for the caretaker to clean and put away.

Anyone moving tables or chairs should wear plastic gloves.

If tables are being used, ideally, they should be set up classroom style but if a wide U shape is used, they must be placed so as to maintain a distance of at least 2 metres across the table between people who are face to face.

16. For exercise/keep fit activities, when allowed, the Hirer will be responsible for putting temporary marks on the floor for participants so as to maintain the recommended distancing between participants. This is generally a minimum of 2m for static class formats and 3m for active formats.
17. Parents or chaperones will be not allowed to wait inside the building while classes/activities are taking place. They may be able to spectate if correct social distancing can be observed, but this is solely the responsibility of the Hirer.
18. The Hirer will be responsible for the safe disposal of all rubbish created during their hire, including tissues and cleaning cloths.
19. There will be no kitchen access so Hirers should encourage users to bring their own water. No food is allowed.
20. North Horsham Parish Council has 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, 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.
21. In order to avoid risk of aerosol or droplet transmission Hirers 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.

In exercise classes, the instructor must provide their own amplified face microphone to avoid raising their voice.

22. The Hirer should ask those attending to bring their own equipment and not share it with other members.
23. Hirers who store their equipment at a hall are responsible for cleaning it before putting it away and must provide their own equipment and materials to do so.
24. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, the Hirer should remove them to a safe place, ideally outside. A plastic bag, wipes and some hand sanitiser should be provided by the Hirer.

The Hirer must ask others in the group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

The Hirer must inform the Caretaker and Parish Clerk/Deputy Clerk immediately – 01403 750786.

25. For events with more than 30 people, when allowed, the Hirer must take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
26. Live performances e.g., drama, music are not permitted at present

I agree to abide by the normal Policy and Conditions of Hire and the Special Conditions of Hire during COVID-19.

To be Signed by the Hirer or agreed by email stating confirmation of acceptance.

Name of Hirer: \_\_\_\_\_

Signature or Email confirmation: \_\_\_\_\_

Date: \_\_\_\_\_