



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 is responsible for ensuring that they and those attending their activity or event follow the COVID-19 guidelines shown below.**
2. Bookings will only be taken if they are organised by a business, charity, public body or similar organisation. Examples of activities currently allowed are those provided for children, organised sport or exercise for children and adults, support groups, education or training, providing voluntary services or public support services and business meetings.

No bookings are currently being taken for private parties or large events. Live performances e.g., drama, music are not permitted at present.

3. The Hirer will be asked to provide a Risk Assessment for their activity.
4. 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.
5. The Hirer is responsible for seeing that no more than the recommended number of people (to be advised on booking) attend their activity/event.
6. 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.
7. On entering the building everyone is advised to wear a face covering, and 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.
8. Hirers should advise everyone attending to keep socially distanced wherever possible.
9. Although no longer mandatory, Hirers are asked to encourage everyone over the age of 16 who attends their event to check in by scanning the NHS QR code poster via their NHS COVID-19 app or by providing their contact details.

North Horsham Parish Council has set up a system (which adheres to the General Data Protection Regulations) to make the manual collection of details as simple as possible. This information should 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.

10. 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.

11. The Hirer is advised to 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.

12. As far as possible hirers should observe social distancing plus mitigation measures (eg face coverings) when using more confined areas (e.g. moving and stowing equipment, accessing toilets), which should be kept as brief as possible.

13. The Hirer should try to ensure 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.

14. 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.

15. 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 distancing can be observed, but this is solely the responsibility of the Hirer.

16. The Hirer is responsible for the safe disposal of all rubbish created during their hire, including wipes and cleaning cloths.

17. There will be no kitchen access so Hirers should encourage users to bring their own water. No food is allowed.

18. 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 should provide their own amplified face microphone to avoid raising their voice.

19. The Hirer should ask those attending to bring their own equipment (eg mats) and not share it with other members.

20. 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.

21. 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.

22. 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.

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: _____ Date: _____

Signature or Email confirmation: _____

PLEASE NOTE:

Despite some coronavirus (COVID-19) restrictions being removed from 19 July 2021, the Health and Safety Executive is continuing to carry out spot checks and inspections by calling, visiting and inspecting all types of businesses to ensure they are working safely and continuing to help to reduce COVID-19 transmission.

During the spot check, inspectors make sure that businesses are still reviewing and managing risk to protect workers, customers, hirers and visitors.

WE HAVE ALREADY BEEN SPOT CHECKED ONCE SINCE 19th JULY 2021 (WHEN NO CONCERNS WERE RAISED, ALTHOUGH CAUTION GOING FORWARD WAS ADVISED) BUT ARE AWARE THAT THIS MAY HAPPEN AGAIN, SO WE WOULD ASK FOR YOUR CO-OPERATION IN THESE MATTERS.

THANK YOU