

COMMUNITY CENTRES/COUNCIL CHAMBER/MEETING ROOM/SWORDERS FIELD/MONASTERY GARDENS

SPECIAL TERMS AND CONDITIONS DURING COVID-19

VERSION 9 - DATED 14 OCTOBER 2020

These conditions are supplemental to, not a replacement for, the each hall's ordinary conditions of hire.

BEFORE HIRE:

1. The Hirer MUST carry out a Covid-19 Risk Assessment of their own activity demonstrating that they have:- taken all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the risk assessment and in doing so. Taken into account any guidance issued by the Government relevant to the activity. A copy of the hirers risk assessment is to be deposited with (but not reviewed by) the Town Council prior to hire.
2. All Hirers (except for private hirers) MUST provide Bishop's Stortford Town Council with a copy of their Public Liability Insurance before any regular hire is permitted to take place.

DURING HIRE:

3. **The Hirer has the responsibility for managing risks arising from their own activities when they have control of the Centre; they should take account/follow and keep up-to-date with any guidance relevant to their specific activity or sector.** The safety notice at the end of this document will be displayed near to the entrance of the Centre however, the Hirer may wish to forward this to attendees beforehand. The Hirer should pay particular attention to ensure attendees use the hand sanitiser supplied when entering the hall and after using tissues.
4. **QR CODES/RECORDING OF ATTENDEES CONTACT DETAILS:** It remains the Hirer's responsibility to record the names and contact details of those attending their event/sessions and these records should be retained by you (the Hirer) for a period of 21 days after the event/session in order to provide details to NHS Track and Trace if required. Further to this, it is the Hirer's responsibility to ensure an NHS Covid-19 QR code is available for their attendees to scan during their hire period. Several posters with QR codes are displayed at each Centre to assist with this and help NHS track and trace, anyone attending the venue who has downloaded the NHS Covid-19 App on their phone/device should be reminded by the Hirer to scan this.
5. The Hirer should regularly remind their attendees that they **MUST NOT attend the centre 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.
6. **Ventilate the room:** Where possible you will keep the premises well ventilated throughout your hire, with windows and non-fire doors open to improve the ventilation in the premise. **The Hirer will be responsible for ensuring all opened windows are shut and doors are securely locked before leaving.**
7. **Fresh Air Handling System (only applies to Bishop's Park Community Centre):** The fresh air handling system fitted for the downstairs areas of the Bishop's Park Centre is effectively as good as opening a window. NOTE: 'Fresh' air from outside comes into the centre via one channel and is pumped out through another, it does not reuse air. There is a filter on the incoming channel to prevent dust from travelling into the room.

ROOM CAPACITY/SOCIAL DISTANCING:

8. Gatherings of 6 people or more:

GATHERINGS OF MORE THAN SIX PEOPLE - WHETHER IT BE INDOORS OR OUTDOORS - ARE BANNED!

The only exemptions for this rule are for households which are already larger than six, bubbles of more than six, or gathering for education or work.

PRIVATE PARTIES OR SOCIAL GATHERINGS OF 6 OR MORE PEOPLE ARE NOT PERMITTED TO TAKE PLACE AT ANY OF OUR COMMUNITY CENTRES OR SWORDERS FIELD THIS TIME (unless this is an organised gathering that is exempt from this rule – please refer to the Government guidance for further information) – it is possible to have a celebration of 6 people or less. **Any Hirer who breaks this rule may be fined £200, which will double with every subsequent offence up to £3,200 and may face further action.**

Other organised gatherings (not parties/celebrations) of more than 6 members of the public can take place at the Community Centre or Sworders Field so long as **THE HIRER SPLITS ATTENDEES INTO GROUPS (bubbles) OF 6 PRIOR TO ATTENDING THE CENTRE**, and **THE HIRER PUTS IN PLACE CONTROL MEASURES TO PREVENT EACH INDIVIDUAL GROUP (bubble) OF 6 OR LESS FROM MINGLING/MOVING/SWAPPING PEOPLE AROUND WITHIN THEIR GROUPS DURING THEIR HIRED PERIOD** (it is possible to attend in a different group/bubble of 6 on another day/session).

The Hirer must provide BSTC with a Covid-19 risk assessment stating this and all other reasonable actions have been put place to prevent the spread of the virus.

Wedding ceremonies and reception parties/celebrations and church/religious gatherings are exempt from the 6 people rule above and may take place within the centre, but are limited to a maximum of 15 people or the maximum room capacity whichever the smaller number is. The Hirer should refer to and comply with the latest Government Guidance. Further information can be found at:-

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>)

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

<https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships>

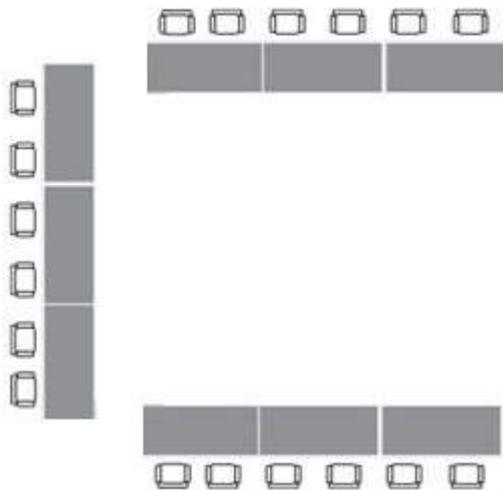
9. The Hirer will ensure they **only use the room they have booked and ensure the maximum capacity for the room is NOT exceeded**. The maximum capacity is displayed in the room and on BSTC website. Hirers should note that the stated room capacities should be used as guidance only as this is the absolute maximum 'standing' capacity, it does not take into account the space needed around any front facing teacher/fitness instructor, nor does it take into account the space taken up by the hirers/attendees equipment. It does not include 2 meters space in all directions around the people standing at the edges of the hall or at the back as they are not standing next to another on one side. It

is the Hirers responsibility to take into account the space needed and consider their attendees movements and adjust the maximum capacity accordingly.

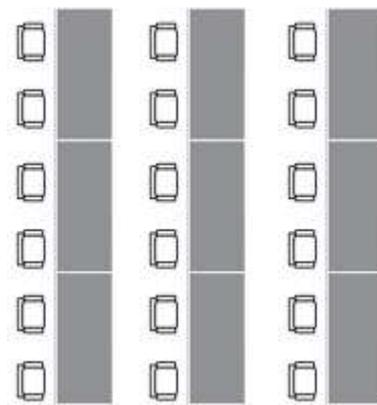
10. Further information on social contact rules, social distancing and the exemptions that exist can be found on the [guidance on meeting with others safely](#). These rules will not apply to workplaces or education settings, alongside other exemptions. See more [details on what has changed](#).
11. The Hirer should ensure that their attendees follow the guidelines on social distancing, including **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable. The Hirer should inform attendees what mitigations they have introduced in their risk assessment. For example, use of face coverings. It is critical that all Hirers follow these guidelines to keep both themselves and others safe.
12. The Hirer should consider the Centres pinch points and toilet facilities and ensure that attendees do not loiter and pass straight through these areas. Posters are displayed by wash basins to remind users to regularly wash their hands for 20 seconds. **The Hirer will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19.**
13. **Face-coverings:** Hirer should be aware and make their attendees are aware that face coverings are mandatory and must be worn in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet (unless the attendee is exempt due to medical reasons or is a child under 11 years of age). This is most relevant for short periods indoors in crowded areas. NOTE: All forms of face coverings may restrict breathing efficiency and should not be used during exercise except on specific advice from a physician <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
14. **Making use of multiple exit and entry points: The Hirer should USE THE ONE-WAY FLOW IN AND OUT of the premise:** NOTE: At each Centre the usual entrances will remain as entrances, **however The Hirer should direct attendees to exit the building via the appropriate designated exit door marked with the word "EXIT" – THE HIRER SHOULD INFORM ATTENDEES AT THE START OF HIRE WHERE TO EXIT THE ROOM AND/OR ADVISE PARENTS WHAT DOOR TO COLLECT THEIR CHILDREN FROM. HIRERS MUST CHECK THE EXIT DOOR IS CLOSED AND LOCKED (IF APPLICABLE) AND THE GARDEN GATE IS CLOSED PROPERLY AFTER THEIR HIRE.** Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. Further to the above, in the case of an emergency, the Hirer MUST ask everyone to quickly vacate the building through the nearest safe exit wherever that may be. It is not necessary to maintain social distancing during an emergency evacuation.
15. **Queue management:** The Hirer should ensure the flow of attendees in and out of the Centre is carefully controlled to reduce the risk of congestion. Where necessary the Hirer should introduce a socially distanced queuing system and prevent the mingling.
16. **Recommended Seating Arrangements:** If tables and chairs are being used then the Hirer should set these up in groups of 6 or less, as far apart as possible allowing at least 2 meters distance between people where possible, ideally a wide U-shape arrangement or so chairs are set side by side, with at least one or two empty chair spaces between each person, rather than face to face.

Note this is an example recommended seating arrangement and is not to scale – the maximum number of permitted attendees per room for your activity should be adhered to.-

Horse shoe/Wide U (in groups of 6 people)



Side by side seating (in groups of 6)



CLEANING:

17. Each centre will be cleaned at the start of every day before the first hirer, however **at the start of hire, The Hirer should use their own ordinary domestic cleaning products/wipes for cleaning** door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during their period of hire **before** other members of your group or organisation arrive and should keep the premises clean through regular cleaning of surfaces during their hire, paying particular attention to wash hand basins and kitchen sinks (if used). Please take care when cleaning electrical equipment: use cloths - do not spray! If the Hirer is using disposable cleaning wipes these should be put into a small bag and tied shut before disposing of them in one of the centres bins; the Hirer also should sanitise hands their hands after cleaning.
18. **Sanitise Hands on entry/exit:** On entering and leaving the Centre the Hirer should ask attendees wash their hands or use the hand sanitiser, the Hirer should also sanitise their own hands.
19. **Disposal of rubbish:** The Hirer will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths, please place rubbish in one of the centres bins – if you have generated a large amount of rubbish and filled up the bin the black bag should be tied up and put in outside bin. **NOTE: The Hirer should bring a collection of small freezer bags or nappy sacks and double bag any used tissues and cleaning wipes before disposing of them in one of the centres bins.**
20. The Hirer will encourage users to bring their own drinks and food or you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own domestic cleaning products i.e. washing up liquid and sponges, clean tea towels etc so as to reduce risk of contamination between hirers, and take these cleaning products away with you at the end of hire.
21. **Where a group uses their own equipment:** The Hirer will ask those attending to bring their own equipment and not share it with other members or The Hirer will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards. **PLEASE REMIND ATTENDEES NOT TO TOUCH THE CENTRES SWITCHES.**

FIRST AID/EMERGENCY PROCEDURE:

22. **First Aid:** It is the Hirers responsibility to ensure the first aider of the group brings additional PPE in case they are needed. In the event where first aid is needed the Hirer should wear gloves and if possible a face covering. If the injury is very minor and the person concerned is able to apply a plaster themselves, the Hirer can provide them with one from the centre's kit, but should ensure that their attendee does apply this over the wound and ensure that they are ok before continuing with their hire. Further to this, where appropriate, first aid may be applied from the side rather than face-to-face. If the situation requires emergency first aid assistance the Hirer should call for an ambulance and inform admin staff of this. It is the Hirers responsibility to ensure all accidents are recorded in the accident book.
23. **In the event of someone becoming unwell at the centre with suspected Covid-19 symptoms**, they should be immediately advised to go home if they are well enough to do so, and follow the government stay at home guidance. **NOTE: THE HIRER MUST OBTAIN ALL ATTENDEES CONTACT DETAILS, IF THESE WERE NOT COLLECTED BEFOREHAND AND INFORM TEST, TRACK AND TRACE.** If the person concerned needs clinical advice they should be advised to go online and visit NHS111 or call 111 if they don't have internet access. They should not visit a GP, pharmacy or hospital. **In an emergency, The Hirer (or an attendee if the Hirer is unwell) should call 999 if the person concerned is seriously ill or injured or their life is at risk; the person concerned will need to remain in the room used, however The Hirer should ask another attendee to wait near the entrance to look out for/and assist the ambulance staff locate the person in need of their help, the area should be well ventilated where possible and anti-bac hand gel and tissues should be provided.** Unless the Government Guidelines have changed there is no requirement to self-isolate if you have been in proximity with someone showing coronavirus symptoms. However, everyone should anti-bac hands and when possible thoroughly wash them for 20 seconds after any contact with someone who is unwell, attendees should also be advised to launder their clothes when they arrive home. **THE HIRER SHOULD ALSO INFORM BSTC ON TELEPHONE NUMBER 01279 712146 OR 01279 715004 SO THEY CAN CLOSE THE ROOM USED AND INSTRUCT THE HALL CLEANER TO CARRY OUT A DECONTAMINATION CLEAN. NOTE: THOSE PARTS OF THE VENUE THAT WERE USED MAYBE CLOSED FOR 72 HOURS SO A DECONTAMINATION CLEAN CAN BE CARRIED OUT IN ACCORDANCE WITH PHE GUIDANCE.** The cleaner will also launder all personal clothing worn on arrival home following the clean.

INFORMATION ABOUT ACTIVITIES:

22. **Parties/Celebrations** of 6 or more people are NOT permitted at present (unless it is a wedding-reception which is the only exemption to the rule see above).
23. **Noise/Music/Shouting:** The Hirer should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol and droplet transmission.
24. **Dancing:** The Hirer should take steps to **prevent other close contact** activities such as communal dancing. Dance studios should follow guidance for providers of grassroots spots and gym/leisure facilities.
25. **Indoor sports/fitness activities:** Some indoor sports/fitness activities are permitted, but not all (e.g. 5 a-side football etc). **It is the Hirers responsibility to check the latest Government Guidance** to see if their activity is permitted and put in place/follow the necessary control measures/legislation needed to minimise the spread of Covid-19.

26. **Live performances in-front of an audience/singing:** Both professionals and non-professionals can now engage in singing, wind and brass in line with this guidance. However the guidance is that people should continue to socially distance from those they do not live with wherever possible. The Hirer should ensure 2m distancing is applied wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).

Socially distanced indoor and outdoor performances can now take place. In addition, musicians, dancers and actors, and the technical and operational teams that support performing arts production, can resume training, rehearsals and recorded performances where organisations wish and are able to. Hirers should refer to <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> for further information.

27. **For other events with seated audiences,** for example indoor cinemas the Hirer will organise attendants 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. The Hirer should use refer to the latest Government guidance with regards to seating arrangements and organise chairs side-by-side.
28. **Children's Groups:** The Centre can also open for the provision of other services for children and young people. However, the Hirer should refer to the Government guidance relevant to their specific activity/sector.
29. **Religious Groups/activities:** The Hirer should follow the latest Government guidance <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july> . There should be no group singing by worshippers. Places of worship should take account of the [Performing Arts guidance](#). Small groups of professional or non-professional singers will be able to sing in front of worshippers both outdoors and indoors.

Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided in worship or devotions. This is because there is a possible additional risk of transmission in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.

30. **Attendees/guests who have recently travelled abroad:**
The Hirer should ensure that anyone who has recently returned from travelling abroad to a non-exempt country (check the list of [exempt countries](#)) should not be permitted entry into the venue, but instead should be reminded that they should return home and continue to self-isolate for the full 14 days – Anyone refusing to self-isolation may be fined and face further action.

CLOSURE OF THE CENTRE/COVID-19 OUTBREAK:

31. **Each Community Centre/Bishop's Stortford Town Council, has the right to close the hall/centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and a 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, however The Centre/BSTC will not be held responsible for the loss of any income during this period.**

In order to comply with any changes in Government guidance BSTC/The Centre reserves the right to make changes to these Special Terms and Conditions. If there are any notable changes to these T&C's the Hirer will be sent an updated copy – however an up-to-date copy is also available for download/viewing at the following link: <https://www.bishopsstortfordtc.gov.uk/venue-hire>.

Before any hire is permitted to go ahead you MUST sign below to indicate that you have read and understood the above Special Terms and Conditions of Hire during Covid-19.

Further to this, you should forward BSTC a copy of your Covid-19 Risk Assessment.

Please complete the following sentence and sign below:

I am a Private Hirer and have booked (name of community centre): _____

For the following date: _____

Or

I am a Regular Hirer and have booked the (name of community centre(s)): _____

For (days/times): _____

I confirm I have read, understood and will comply with the above Special Terms and Conditions for the Community Centre during Covid-19 and will send BSTC a copy of my Covid-19 Risk Assessment.

Signed:

Name of Hirer/Group:

Date:

SAFETY NOTICE FOR ATTENDEES

HELP KEEP THIS HALL COVID-19 SECURE!

1. You must **NOT** enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. You should also **ALERT THE ORGANISER OF THE ACTIVITY YOU ATTENDED** – and you or they should also **ALERT BISHOP'S STORTFORD TOWN COUNCIL** who will arrange for the centre to be cleaned.
3. **Maintain 2 metres social distancing where possible, or as far as possible: Wait at the entrance and allow anyone still using the venue to vacate the building. NOTE: the entrance doors will still be the point of entry however you should exit the building via appropriate the marked exit door for your hall** – the person leading the class/or organising the party should inform attendees at start of hire where to exit the building or what exit to collect their children from.
4. **Use the hand sanitiser provided on entering the premises and again on exit.** As recommended clean your hands often.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the centres bins following which you should then wash your hands,
7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. The centre will be cleaned at the start of everyday however, cleaning staff are cannot clean the hall between each hire.
8. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. Keep the hall well ventilated. Close doors and windows on leaving.

THANK YOU FOR YOUR CO-OPERATION