



## **Rickmansworth Waterways Trust – Education Centre Hire (September 2020)**

**Updated in line with Current Covid - 19 latest guidance, issued Sept 9<sup>th</sup> 2020.**

### **Special Conditions of Hire during COVID-19**

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire.

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, in particular complying with social distancing guidelines and using the hand sanitiser supplied when entering the hall and after using tissues. We would ask that you bring your own hand sanitiser to use.

**You must ensure you and your clients follow the guidelines on social distancing, including strict adherence to social distancing of 2 metres. (1 metre with risk mitigation where 2 metres is not viable is acceptable) dependent on your activity.**

On entering the hall you will be required to wear a face covering, and will be required to keep it on, unless your activity is covered under a 'reasonable excuse'.

**SC2:** You undertake to comply with the actions identified in the Hall's risk assessment, of which you have been provided with a copy.

**SC3:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire. Rickmansworth Waterways Trust will ensure the Hall is disinfected and clean prior to your use. Please pay 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.

**SC4:** 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 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.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors open to provide a constant flow of fresh air, as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:** You will ensure that no more than 10 people attend your activity/event, in order that social distancing can be maintained and to provide the space for social distancing. Single children under 5, accompanied by an adult are not included within this calculation. You will ensure that everyone attending maintains social distancing

while waiting to enter the premises, and at all times whilst within the Centre. You will make sure that no more than three people use the toilet area at any one time.

**SC7:** You 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, 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair space between each person, rather than face to face. If tables are being used, you will place them so as 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:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided under the sink before you leave the hall.

**SC10:** You 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 clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC11:** We will 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 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.

**SC12:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a safe area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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, and advise them to launder their clothes when they arrive home. Inform the General Manager on 07875 393703.

**SC13:** Other special points as appropriate.

**SC14:** We expect you, as hirer of the hall to maintain a full list of your attendees and keep these records for a minimum of three weeks should any of your attendees become ill with Covid -19 symptoms.

**SC15:** You are required to let us know if any of your attendees becomes ill with Covid-19 symptoms within 3 weeks of using the Hall.

**Where a group uses their own equipment:** You will ask those attending to bring their own equipment and not share it with other members and you 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 direct any questions you may have to our General Manager Mark Saxon on 07875 393703

Signed (Hirer)

Dated .....