HARROLD CENTRE COVID-HIRING CONDITIONS

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, as shown on the attached

poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied

when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall’s risk assessment, of which you

will be 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

before other members of your group or organisation arrive and to keep the premises clean

through regular cleaning of surfaces during your hire, paying 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. You will be required to clean again

on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

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

48 hours, and that if they develop symptoms within 10 days of visiting the premises they MUST

use the Test and Trace system to alert others with whom they have been in contact. They must

seek a COVID-19 antigen test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except

fire doors) open 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 [30] people attend your activity/event in the Main Hall and

(15) in the Small Hall, in order that social distancing can be maintained. You will ensure that

people attending do so in groups of no more than 6 or two households and that such groups do

not mingle. You will ensure social distancing of 2m between individuals or groups is maintained

by everyone attending as far as possible, including while waiting to enter the premises, that they

observe the one-way system within the premises, and as far as possible observe social distancing

of 1m plus mitigation measures when using more confined areas e.g., moving and stowing

equipment, accessing toilets which should be kept as brief as possible. You will make sure that

no more than [one] persons use each suite of toilets at 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 social

distancing of 2m between individual people or groups of six or less people or 2 households, or

1m with mitigation measures such as: seating side by side, with at least one empty chair

between each person or household group, rather than face-to-face, face coverings and good

ventilation. If tables are being used, you will place them so as to maintain social distancing

across the table between people from different household groups who are face-to-face e.g. using

a wide U-shape.

SC9:

You MUST keep a record of the date and time the activity started and the name and contact

telephone number or email of all those who attend your event (or a member of any group of up

to 6 people or 2 households who attend together). This can be done either by operating an

advance booking system which collects these details, or by asking everyone who attends to use

the NHS QR poster at the hall entrance to register their attendance and by keeping a record of

any who do not register using their smartphone app and the hall’s NHS QR poster or your own

NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues

and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall.

All other rubbish should be taken away with you when you leave the hall.