

APPENDIX A
SPECIAL CONDITIONS OF HIRE DURING COVID-19
Northern Neighbourhood Community Centre
Dan Read Parade, Great Western Park, Didcot, OX11 6AS

These conditions are supplemental to and not a replacement for, the centre's ordinary conditions of hire

PLEASE READ CAREFULLY - A large print copy is available on request

- South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Abingdon, Oxfordshire, OX14 4SB shall be referred throughout the document as the "Council"
- The responsible adult over 18 years of age who signs the booking form shall be referred throughout the document as the "Hirer"

The Hirer Shall

1. Be responsible for ensuring those attending the premises during the period of hire comply with the centre's COVID-19 Secure Guidelines while entering and occupying the centre, a copy of which has been provided and is also displayed at the entrance.
2. Comply with the actions identified in the centre's COVID-19 risk assessment, of which a copy has been provided.
3. Provide the Council with a copy of their own COVID-19 risk assessment for use of the premises and will comply with the actions identified.
4. Be responsible for cleaning all touch points including door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire **before** other members of the group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during hire, using either the sanitising wipes provided or their own ordinary domestic products. The Hirer is required to clean all touch points again at the end of their hire period.
5. Be responsible for ensuring that everyone likely to attend the centre during their hire period understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the NHS test and trace system to alert others with whom they have been in contact.
The Hirer is responsible for keeping a record of the name and contact telephone number of all those who attend the premises during their period of hire for a period of 21 days and assist NHS test and trace with requests for data if needed. If an attendee informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do you should not share their information with NSH Test and Trace.
6. Must keep the premises well ventilated during their hire period, with windows and doors open as far as convenient, subject to security and safeguarding of young people. The Hirer must ensure all windows and doors are securely closed on leaving.
7. Will ensure that no more than a maximum of 20 people attend the premises during their period of hire, in order that social distancing can be maintained and that everyone attending maintains 2m social distancing while waiting to enter the premises, observes a one-way system within the premises where required, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas e.g. kitchen, furniture store and toilet areas. No more than one person should enter each suite of toilets at any one time.
8. 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
9. Where a sport, exercise or performing arts activity takes place the Hirer will ensure that the activity is organised, and the capacity set, in accordance with guidance issued by the relevant governing body.
10. Be responsible for following all Government Guidance for the specific use of the building, for example guidance on serving food and drink and guidance on the use of face coverings.
11. Be responsible for ensuring that social distancing is maintained for any persons likely to be clinically more vulnerable to COVID-19, including keeping a 2m distance around them when going in and out of the hall and ensuring they can access the toilets, kitchen or other confined areas without others being present. The hirer must ensure all attendees are given opportunity to identify themselves as likely to be more clinically vulnerable to COVID-19 in advance of arriving at the centre if possible.
12. Ensure the furniture or layout of the hall facilitates social distancing of 2m between individuals or groups of up to two 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, and good ventilation. If tables are required, these must be placed so as to maintain social distancing across tables.

13. Be responsible for the disposal of all rubbish created during the hire period. All waste must be removed from the centre at the end of the hire period.
14. Be responsible for ensuring that any used crockery and cutlery is washed in hot soapy water, dried and put away. The Hirer is required to bring their own washing up liquid, washing up cloths or sponges and clean tea towels and take them away after use to reduce risk of contamination between hirers.
15. In the event that someone develops suspected COVID-19 symptoms while at the premises, ask them to return home to self-isolate, ask others to provide contact details if these have not already been provided, and to then leave the centre, observing the usual hand sanitising and social distancing precautions and advising them to launder their clothes when they arrive home. You must inform the Council immediately. A designated safe area has been provided and is clearly marked, for use by those displaying symptoms and unable to leave the centre straight away.
16. Take steps to avoid people needing to unduly raise their voices to reduce the risk of aerosol or droplet transmission e.g. refrain from playing music at a volume which makes normal conversation difficult.
17. Avoid using equipment which is difficult to clean, as far as possible, and will ensure that any equipment stored at the centre is cleaned before and after use.
18. Undertake to use the centre only during the period shown on the booking form, this must include all time required for setting up and clearing down. Hirers may be asked to amend their booking times to ensure enough time is allowed for the additional cleaning and to avoid an overlap with other users.

The Council

The Council reserves the right to refuse or cancel a booking and to close the centre if safety concerns are raised relating to COVID-19, for example, if someone that has attended the centre develops symptoms and thorough cleaning is required or if it is reported that the Special Conditions of Hire above are not being complied with, whether by you or by other users, 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.