



## **Waltham Forest Community Hub - COVID-19 Special Conditions of Hire/Use (17<sup>th</sup> October 2020)**

**Note: These conditions are supplemental to, not a replacement for our usual terms and conditions and should be read alongside these.**

### **1. General**

The hirer/user, will be responsible for ensuring those attending your activity or event comply with the Waltham Forest Community Hub's Key Guidance on COVID-19 while entering and occupying the centre, as shown on posters around the building in particular social distancing and hand hygiene requirements.

### **2. Risk management**

The hirer will comply with measures (see item 3) put in place by the Waltham Forest Community Hub's current COVID-19 risk assessment. Customers are asked to produce a risk assessment outlining how they will mitigate risk for their activity in the building.

### **3. Measures in place**

- a) Way in is through the usual main entrance by the office.
- b) Exit will be through the set of doors in room 1 at the other end of the car park.
- c) We conduct regular deep cleaning of our building.
- d) Hand sanitiser points are in the main entrance/exit and in all rooms/hall.
- e) All customers are asked to comply with the current guidelines regarding social distancing and personal hygiene.
- f) Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector
- g) All hirers will be asked to complete a risk assessment in advance of their booking.
- h) We are limiting the number of people in each of our rooms/hall so as to comply with social distancing guidelines. Maximum 15 people in the hall depending on the activity; 10 in each of our meeting rooms 2 and 4. These capacities include the organiser.
- i) Only two people will be allowed in toilets and kitchen at any one time.
- J) As we are a multi-use building there may be other customers using the space at the same time as you. Therefore, all users are expected to wear a face covering before entering the building and must keep it on until they leave unless there is a reasonable excuse for removing it.
- k) No mingling allowed of people from different households.
- L) The hirer is responsible for greeting their users at the door and ensuring users do not congregate at entrances/exits and disperse quickly when vacating.
- m) Hirers must ensure doors are not wedged open and that the exit doors are closed properly after they vacate.

### **4. Cleaning**

The hirer will be responsible for keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). You will

be required to clean again on leaving paying particular attention to 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. NB: Waltham Forest Community Hub will provide deep cleaning in the event of any positive cases of COVID-19 being traced to the premises.

### **5. Isolation and track and trace**

The hirer will make sure that everyone attending 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 10 days and that if they develop symptoms within 10 days of visiting Waltham Forest Community Hub, they MUST use the NHS test and trace system to alert others with whom they have been in contact.

All users of the building must 'check-in' using the NHS Covid-19 app using the test and trace QR code displayed around our building. If they are unable to do this, the hirer must have a registration list with contact details of all attendees. All contact information must be retained for 21 days.

### **6. Social distancing**

The hirer will ensure that no more than the maximum people, as outlined in item 3(h), attend your activity/event, in order that social distancing can be maintained. You will ensure that every person/household/bubble attending maintains 2m social distancing while entering and using the premises. As far as possible observing 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. The hirer will make sure that no more than two people use each suite of toilets at one time.

### **7. Older and physically vulnerable people**

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, 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 and the wearing of masks encouraged to mitigate this risk.

### **8. Layout of space**

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 up to two households or 1m with mitigation measures.

### **9. Rubbish**

The hirer will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths.

### **10. Use of kitchen**

The kitchen is not available for use unless it is hired. If the kitchen is hired, you will need to bring all kitchen equipment and cleaning materials. Only two people allowed in the kitchen at one time.

### **11. Emergency Closure of the building**

Waltham Forest Community Hub management will have the right to close the building if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing or if it is reported that the Special Conditions of Hire/Use 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.

**12. Managing illness**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Waltham Forest Community Hub, the hirer should remove them to the designated safe area (room 3), 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. The hirer must also inform centre staff of anyone displaying symptoms as soon as possible.

**13. Larger events**

As of July 2020, we cannot accommodate events or activities requiring capacity above that advised by central government. This situation will be regularly reviewed.

**14. Live performances**

Live performances and similar usage is only permitted in line with government advice relating to the performing arts. Please outline your plans clearly when making your booking.

**I agree to the above conditions of hire.**

**Name of group** .....

**Signature** .....

**Name** .....

**Date** .....