



**Hertford St Andrew Community Trust,
St Andrew Street, Hertford, SG14 1HZ**

Special Conditions of Hire during COVID-19

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

SC1:

The Hirer will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Premises, as shown on the attached poster which is also displayed in the Premises, in particular using the hand sanitiser supplied when entering the Premises and after using tissues.

SC2:

The Hirer undertakes to comply with the actions identified in the Premises risk assessment, of which the Hirer has been provided with a copy.

SC3:

The Hirer 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 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 the period of hire, paying particular attention to wash hand basins and sinks which are used, using either the products supplied (which will be in a clearly accessible location) or the hirer's own ordinary domestic products. The Hirer will be required to clean again on leaving.

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

SC4:

The Hirer will make sure that everyone likely to attend 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 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 and notify the Bookings Secretary without delay by calling 07593 055223.

SC5:

The Hirer will keep the Premises well ventilated throughout the period of hire, with windows and doors open as far as convenient. The Hirer will be responsible for ensuring they are all securely closed on leaving.

SC6:

The Hirer will ensure that no more than 20 people attend an activity/event in the hall and no more than 4 people occupy the John Summers Gill Room at any one time, in order that social distancing can be maintained. The Hirer will ensure that everyone attending maintains 2m social distancing while in the Premises and as far as possible observes social distancing



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of 1m plus mitigation measures when using more confined areas (e.g. the corridor and stairs and when moving and stowing equipment) which should be kept as brief as possible.

SC7:

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 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:

The Hirer will position furniture or the arrangement of the Premises 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 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 being used, the Hirer 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:

The Hirer is asked to keep a record of the name and contact telephone number or email of all those who attend an event at the Premises for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

SC10:

The Hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, in the rubbish bags provided which are to be either taken away by the Hirer for disposal or placed by the Hirer in an appropriate wheelie bin at the Centre.

SC11:

The Hirer will encourage users to bring their own drinks and food as the kitchen will not be available.

SC12:

We will have the right to close the Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Centre 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 the Hirer 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 the Hirer promptly and the Hirer will not be charged for this hire.



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SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Centre the Hirer should remove them to the designated safe area which is the Art Room. Ask others in the group to provide contact details if the Hirer does not have them and then leave the Centre, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Bookings Secretary on 07593 055223.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason the Hirer must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.