

## APPENDIX B

### Statement to be added to hirers booking conditions:

Equipment stored at the Centre will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.

Name of person taking responsibility ..... Signed: ..... Date: .....

#### PLEASE NOTE:

- The Centre will be cleaned once per day by the Centre cleaner – regularly used surfaces and toilets, including floors.
- The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the area
- The Centre would ask that a risk assessment be provided for the group activity - help to undertake this can be given if required

## APPENDIX C

### HELP KEEP THE CENTRE COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated.** Close doors and windows on leaving.

## APPENDIX D

### Conditions supplemental to the Conditions of Hire:

- Comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- **EITHER:** You will be responsible for all surfaces likely to be used (door handles, light switches, window catches, equipment) during your period of hire 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!
- **OR** The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products
- 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.
- Keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- 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 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, place them to maintain a distance of at least 2 metres across the table between people who are face to face.
- Keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.