



Fremington Parish Council



The Beechfield Centre, Beechfield Road, Fremington, Devon, EX31 3DD
Telephone: 01271 321063
E-mail: admin@fremingtonparishcouncil.gov.uk
Website: www.fremingtonparishcouncil.gov.uk
VAT no: 634 661 730

Special Conditions (SC) of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. Before your first hire you will be expected to complete a Risk Assessment and provide a copy for our records. In addition, you will need to attend a 'run through meeting' on the premises to ensure you understand the signage and measures Fremington Parish Council has put in place to protect both the hirers, staff and the community.

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, 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 have been provided with a copy.

SC3:

The Beechfield Centre will be deep cleaned on a Monday, Wednesday and Friday morning by our contractors. However, 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 the products supplied (which will be located in a special box in the kitchen). 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 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.

SC5:

You will keep the premises well ventilated throughout your hire, with windows 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 10 people with no mitigation measures or no more than 20 people with 1m plus mitigation measures attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the signage within the premises, and as far as possible observes 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 2 people use the toilets at one time. The only toilets open will be the mens (not the urinals) and disabled.

SC7:

You will take particular care to ensure that social distancing is maintained for those over 70 and those 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 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, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face.

SC9:

Fremington Parish Council will be collecting data for the NHS Test and Trace service. The following information will be collected from customers and visitors to parish council facilities:

- the name of the customer or visitor.
- a contact phone number for each customer or visitor
- date of visit/hire, arrival time and, where possible, departure time
- if a customer interacts with only one member of staff, the name of the assigned staff member will be recorded alongside the name of the customer/visitor/hirer

You are asked to complete the Test and Trace form located in the main hall and place in the envelope provided and into the Parish Council black postbox on your departure.

No additional data will be collected for this purpose. Records will be held electronically and will be kept for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths and you must ensure face coverings (including disposables) are taken home with you.

SC11:

You will encourage users to bring their own drinks and food. You will need to bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths and paper towels.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall 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 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.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the first ladies toilet. In the designated safe area, there is a 'Covid-19 First Aid Box' and plastic chair. Please use this as necessary. Ask others in your group to provide contact details if you do not have them and ask your users to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Once users have vacated, and safe to do so, ensure the suspected Covid-19 patient makes their way out of the building. Please inform the Parish Council Office on 01271 321063 that this has happened.

SC14: For larger events you will 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, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: Live performances e.g. drama, music is not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you 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.

SC16:

You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use.

SC17:

The store cupboard will be unavailable during your hire, therefore, it is your responsibility to ensure that you let the Administration team know of any tables and/or chairs you require so they can be placed within the hall for your hire. At least 48 hours' notice is needed for any equipment. We are unable to provide additional equipment on the day of your hire.

If you have any queries on these Special Conditions or you have particular concerns, then please contact Kate Graddock on 01271 321063 or email: admin@fremingtonparishcouncil.gov.uk

Declaration to accept the Special Conditions of Hire for The Beechfield Centre, Fremington

To be completed before the run through meeting

I _____ (Insert Name)

of _____ (Insert Organisation/Business/Group Name)
understand and agree with the following:

- I have read the Special Conditions of Hire through Covid-19 document and agree to abide by these at all times.
- I agree to provide Fremington Parish Council with a full Risk Assessment prior to the first hire.
- I agree to attend a run through meeting, prior to the first hire.
- I have read and accept the Risk Assessment for The Beechfield Centre and Covid-19 provided to me by Fremington Parish Council.

Signed: _____ Dated: _____

Please ensure this completed form is returned to the Parish Council Offices with your Booking Form and Risk Assessment.

To be completed after the 'run through meeting'

After attending the run through meeting with a member of the Fremington Parish Council team, I understand the procedures and measures that have been put into place and will ensure my hire will abide to these at all times.

Signed: _____ Dated: _____