

Stradbroke Sports and Community Centre
Special Conditions of Hire during COVID-19 following the Guidelines which are currently in place

SC1

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.

SC2

You are asked to keep a record of the name and contact telephone number or email addresses 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.

SC3

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the SSCC, if they are unable to leave immediately, you should remove them to the designated safe area which is the Changing Room marked 'COVID 19 FIRST AID ROOM'. A COVID 19 First Aid Box is provided. Ask everyone in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Chairman – Jane Merritt – 01379 388 382

SC4

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, as shown on the attached poster which is also displayed at the Entrance Hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC5

You undertake to comply with the actions identified in the SSCC's Risk Assessment, of which you have been provided with a copy.

SC6

The SSCC will be cleaned daily but you will be responsible for cleaning all regularly used surfaces during your period of hire - door handles, light switches, window catches, Fire Door handles - using your own anti-bacterial wipes which we respectfully ask you to take home with you

SC7

You will 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.

SC8

You will ensure that no more than 30 people 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 and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. accessing toilets) which should be kept as brief as possible. You will make sure that no more than one adult/one adult and child use each suite of toilets at one time.

SC9

You 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.

SC10

Tables and Chairs will be put out for you but you will be responsible for positioning furniture in such a manner 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 e.g. using a wide U-shape.

SC11

If you require the use of the Audio/Visual equipment in the SSCC for your event, please discuss this with our Bookings Managers at the time of booking. The SSCC is responsible for cleaning this equipment.

SC12

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths and taking all rubbish away with you when you leave the hall.

SC13

Please ask your users to bring their own food and drink. Kettles will be provided for you to make a hot drink but we respectfully ask that you do not use the crockery or cutlery in the Kitchens

SC14

We will have the right to close the hall if there are safety concerns relating to COVID-19 e.g. 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.