

Additional Special Conditions of Hire **in relation to the COVID-19 epidemic**

Issued 3rd August 2020

Section 6.6 of the **Bantham & Ongar Bowls Club, Pavilion Hall, Kitchen & Bar Lettings Policy** states:

In special circumstances such as the Covid-19 outbreak/pandemic the bowls club reserves the right to make additional requirements of any hirer in regard of health & safety. These requirements will be based on guidance issued by appropriate bodies such as the UK Government, the local authority and sport governing bodies. These "Additional Special Conditions of Hire" will be notified to the hirer as and when necessary, either in writing or by email.

- a) The Hirer is reminded that they are responsible for ensuring that Security, Fire and Health and Safety requirements are met during each hire period.
- b) NHS Test and Trace - The hirer should assist this service by keeping a temporary record of all visitors to their hire session for 21 days, in a way that is manageable for their group, and assist NHS Test and Trace with requests for that information if needed. This could help contain clusters or outbreaks. If any of the hirer's group who have visited the pavilion test positive for CV-19 the club Lettings Officer should be notified.
- c) Social distancing guidelines must be followed between people from different households. This means a distance of 2m between people from different households. There are therefore restrictions on numbers using the premises and this is currently a maximum of 21 including adults and children. To ensure guidelines are followed the hirer should ensure their group adheres to the one way system to move through the building. This is clearly signed, using the main door only for entering the pavilion and the patio doors in the main hall for exiting. Signage will also be used outside to create a 2m distant queuing system.
- d) The hirer must ensure that they and any members of their group wear face coverings / masks when in any part of the pavilion
- e) The hirer must provide hand sanitizer and anti-bacterial wipes for their group, and encourage them to use them frequently particularly on arrival and when leaving. A marked bin will be placed in the main hall and entrance specifically for disposing of tissues and cleaning cloths. The bin bagged contents will be removed every Monday morning and taken away for disposal. Do not use these bins for other types of litter, please take that home.
- f) In order to provide adequate ventilation in the main hall, all doors and windows must remain open during the hire session. To avoid the need to touch doors leave doors to the hallway and to the main hall wedged open.

- g) Frequently touched surfaces such as door handles, light switches, shutter switches, electrical sockets, radiator controls, patio doors, window catches, kitchen counter, bar, tables, metal chair frames to be cleaned by hirers at the end of their session. On locking up the premises the main door handle and alarm pad should be lightly wiped with a antibacterial wipe.
- h) Cleaning. In the event of any spillages etc there is no access to cleaning materials or equipment during the hire period. If accidental spillage occurs the hirer should do their best to clean up with tissues and wipes. At the end of the session notify the Lettings Officer so that proper cleaning can be undertaken whilst the pavilion is empty.
- i) Toilets. Only the disabled toilet is in use. On no account should the Ladies and Gents toilets be opened or used. The disabled toilet may be used by either gender but must be fully cleaned after each use, full instructions are displayed. If a child uses the toilet then their supervising adult or the hirer must clean the toilet immediately after they have finished. Please try to reserve toilet use for emergencies only. The hirer should wipe down surfaces in the toilet at the commencement of each hire session.
- j) Kitchen. There is no access to the kitchen. It is suggested that the hirer either provides bottled water to their group or reminds them to bring their own.
- k) Hirers need to be aware that during the pandemic the club has been advised to be ready to strengthen or relax measures at short notice (for example in the case of a 'local lockdown'). This may mean having to cancel hire bookings or amend these conditions at very short notice.
- l) Information. The government have produced a wealth of information, guidance and support on Coronavirus (COVID-19). This can be viewed on their website <https://www.gov.uk/coronavirus>.