



Special Conditions of Hire

relating to COVID-19 safety

Version 1.1
4 August 2020

See also (in the Shared Kitchen cupboard):

- **Hirer Handbook**
- **Citizens House Health and Safety policy**
- **Control of substances hazardous to health (COSHH) file**
- **Accident Record Book**
- **Citizens House other policies (non-Health & Safety)**

Review frequency: fortnightly

To be reviewed by:
Development Officer
Citizens House Trustees

Next review due: 18 August 2020

Citizens House Special Conditions of Hire

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NOTES

Please refer to the Citizens House COVID-19 Risk Assessment as the numbered items in the **Special Conditions of Hire** match detailed information in the Risk Assessment.

Please note that all Conditions of Hire (Standard, and Special) form part of your **Hire Agreement** with Citizens House.

Citizens House has the right to temporarily close the building if there are safety concerns relating to COVID-19, or in the event that public buildings are asked to or required to close once again.

Many thanks for your co-operation and support with these Special Conditions during these very challenging times – it's greatly appreciated. Please don't hesitate to contact us with any queries or concerns.

Citizens House Special Conditions of Hire

1. Main entrance

You, the Hirer, are responsible for:

1. Ensuring that attendees keep 2 metres apart outside the main entrance and inside the entrance lobby (unless they are from the same household eg parent and child).
2. Setting the inner door to the "open" position – you will be shown how to do this at the Hirer Induction.
3. If a one-way system is in force, ensure attendees keep to this. Ensure the building is secure during and after your hire period (eg if a side door is open)

2. High-contact areas

You, the Hirer, are responsible for:

1. Ensuring that attendees clean their hands with hand sanitiser on arrival and before leaving, as indicated on the signage.
2. Ensure that all users adhere to "Catch it Bin it Kill it" instructions regarding use of tissues and handwashing.
3. Remind attendees to avoid touching their eyes, nose and mouth.
4. Before and after your session, clean light switches, window catches, door handles and other items in frequent use (for electrical items remember to spray the cloth, not the item) – see also **5**, **6**, and **8**

3. Display tables in reception area

Citizens House has taken the decision to remove the display tables and all leaflets, books and other items to reduce the risk of infection. **Any items (eg leaflets) left by Hirer or attendees will be removed.**

4. Emergency Action Plan for COVID 19 positive case

If Citizens House is informed that a person who has been in the building has tested positive for COVID-19, the **Emergency Action Plan** will be followed.

In order to minimise this possibility, **you the Hirer are responsible for:**

1. Instructing your attendees/group members not to attend if they are unwell, or if someone in their household is unwell, or isolating.
2. Keep an attendance register for each class, to be retained for 21 days after the class, and pass the details to Citizens House if requested (eg following contact from NHS Test and Trace).

5. Washrooms

During the period of limited re-opening it is planned that only the **Disabled** toilet will be in use. At a later time when the Ladies and Gents toilets are in use these will have a one-in-one-out system. **You, the Hirer, are responsible for:**

1. Explaining to your group the Washroom restrictions that are in place.
2. Reminding your group to follow the handwashing signage in all Washrooms.
3. Before your attendees arrive: using the spray and paper towels provided, wipe down the Disabled toilet washbasin, taps and flush handle. After your attendees have left, repeat this cleaning. Also mop the Disabled toilet floor with the equipment provided.

6. Shared kitchen

Please avoid using the Kitchen other than for essential use unless a special arrangement has been made with Citizens House. **You the Hirer are responsible for:**

1. Encouraging attendees/members to bring their own drinks and to ensure that these are stored safely to avoid spills in the space you've booked.
2. If the Kitchen is used, use sanitiser spray and paper roll to wipe down the worktops, basin, taps, and any other areas touched.

7. Maximum capacity of rooms

See **Room sizes & capacities** in this document. Hirers are asked to submit their own Risk Assessment which will include measures to ensure adherence to social distancing with reduced capacities at Citizens House. **You the Hirer are responsible for:**

1. Ensuring that maximum numbers are not exceeded (eg have a bookings system).
2. Take measures to mitigate risk where 2 metre distance cannot be maintained (eg attendees to wear a face covering)
3. Keeping the space well-ventilated (remember to close windows before you leave)
4. Use seating layout to ensure respiratory hygiene (eg avoiding face-to-face seating layouts if possible paying particular attention to vulnerable persons)

8. Cleanliness of all areas

You the Hirer are responsible for:

1. Use the sanitiser spray and paper towel provided to clean tables, chairs, and other frequently-touched areas before and after your session.
2. Following cleaning routine(s) for Washroom(s) and Shared Kitchen if used.
3. Disposing of **all rubbish** created during your session, whether in the booked space, Disabled toilet, or Shared Kitchen. You will be shown where to place rubbish at the Hirer Induction.

9. Upholstered seating

Because fabric cannot be readily cleaned between uses, where possible there are plastic chairs available in place of the upholstered ones.

10. Storeroom

The storeroom is a potential “Pinch points” where social distancing cannot be observed. If you need to bring tables and chairs into the main hall (but see No 9 above), **you the Hirer are responsible for:**

1. When loading the trolleys or carrying items out into the main hall, ensure no more than two people in the Storeroom at one time.

Room sizes & capacities

The numbers below represent a cautious approach in that they allow a 2 metre distance **on all sides** of each person. They also assume that none of those attending are from the same household or ‘bubble’.

Therefore the maximum numbers could be slightly higher (for example if family groups are attending the activity) or could be lower depending on the room layout, location of doors etc.

Hirers are invited to visit the building in advance of booking to ascertain suitable numbers for their activity according to COVID-19 safety guidelines.

Main hall:

97.5 sqm. 24/25 people.

Rooms 2 & 3 combined:

33.6 sqm. 8/9 people.

Room 1:

10.5 sqm: 2/3 people.

Government guidelines: face coverings

From 8 August, community centres are added to the list of places where people should wear face coverings - in particular where social distancing may be difficult and where we come into contact with people we would not usually meet.

This would include entering and exiting the building and accessing communal areas such as the washrooms or Shared Kitchen. More detailed guidance is expected soon.

[Government Guidelines: Face coverings – when to wear](#)