



Waltham Forest Community Hub - COVID-19 Special Conditions of Hire/Use (updated 9th Dec 2021)

Note: These conditions are supplemental to, not a replacement for our usual terms and conditions and should be read alongside these.

1. General

The hirer/user, will be responsible for ensuring those attending your activity or event comply with the Waltham Forest Community Hub's Key Guidance on COVID-19 while entering and occupying the centre, in particular social distancing; mask wearing and hand hygiene requirements.

2. Risk management

The hirer will comply with measures (see item 3) put in place by the Waltham Forest Community Hub's current COVID-19 risk assessment.

3. Measures in place

- a) We are operating a one-way system. Way in is through the usual main entrance by the office.
- b) Exit will be through the set of doors in room 1 at the other end of the car park.
- c) We conduct regular deep cleaning of our building.
- d) Hand sanitiser points are in the main entrance/exit and in all rooms/hall. All users of the building to sanitise on entry and regularly whilst in our venue.
- e) All customers are asked to comply with the current government guidelines regarding social distancing; mask wearing and personal hygiene.
- f) Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector
- g) We are limiting the number of people in each of our rooms/hall. Current maximum - 90 people in the hall depending on the activity; 12 in meeting room 2 and 3; 5 in meeting room 1. These capacities include the organisers/helpers.
- h) Only two people will be allowed in toilets and kitchen at any one time.
- i) Users to wear a face covering upon entering the building and when moving around the venue.
- j) Please encourage guests to undertake a lateral flow test before attending your event. And not to attend if they have a positive result or have symptoms.
- k) Please discourage mingling.
- l) The hirer is responsible for greeting their users at the door and ensuring users do not congregate at entrances/exits and disperse quickly when vacating.
- m) Hirers must ensure the exit doors are not wedged open and that the exit doors are closed properly after they vacate.
- n) Please ask users to undertake a lateral flow test and not to attend our venue if they have a positive result or have covid-19 symptoms.

4. Cleaning

The hirer will be responsible for keeping the premises clean through regular cleaning of surfaces during hire, paying particular attention to wash hand basins and touchpoints. You will be required to clean again on leaving paying particular attention to 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. NB: Waltham Forest Community Hub will provide deep cleaning in the event of any positive cases of COVID-19 being traced to the premises.

5. Isolation and track and trace

The hirer will make sure that everyone attending their 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 10 days and that if they develop symptoms within 10 days of visiting Waltham Forest Community Hub, they MUST use the NHS test and trace system to alert others with whom they have been in contact.

All users of the building must 'check-in' using the NHS Covid-19 app using the test and trace QR code displayed around our building. If they are unable to do this, the hirer must have a registration list with contact details of all attendees. All contact information must be retained for 21 days.

6. Social distancing

The hirer will ensure that no more than the maximum people, as outlined in item 3(g), attend your activity/event, in order that social distancing can be undertaken. As far as possible observing social distancing of 1m plus mitigation measures especially when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. The hirer will make sure that no more than two people use each suite of toilets at one time.

7. Face coverings

With effect from 10th Dec, face coverings are mandatory in indoor settings. Please ask users to wear one unless they are exempt.

8. Older and physically vulnerable people

The hirer 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided and the wearing of masks encouraged to mitigate this risk.

9. Layout of space

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing.

10. Rubbish

The hirer will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths.

11. Use of kitchen

If the kitchen is hired, please maintain social distancing and have no more than two people in the kitchen at one time. Please ensure the kitchen is cleaned thoroughly at the end of your hire.

12. Emergency Closure of the building

Waltham Forest Community Hub management will have the right to close the building if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing or if it is reported that the Special Conditions of Hire/Use 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.

13. Managing illness

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Waltham Forest Community Hub, the hirer should remove them to the designated safe area (room 3), provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home. The hirer must also inform centre staff of anyone displaying symptoms as soon as possible.