



Lyons Community Centre **Special Hire Conditions**

In order to ensure the safety of users of the Lyons Community Centre and CaSE Community Trust employed staff the following steps have been taken to create a COVID secure environment:

1. Track and Trace QR codes have been displayed in and around the building;
2. COVID information notices are displayed;
3. A tape measure to mark out 2m spacing can be provided, on request;
4. A thorough cleaning schedule is in place and cleaning checklists have been displayed;
5. Hygiene stations have been installed and anti-bacterial gel/wipes are available;
6. The doors to the toilets will remain open to allow for ventilation. However, both the toilets and kitchen will be closed for bookings with classes less than an hour;
7. A COVID PPE kit and Emergency Plan is available, outside the main office door;
8. Any incidents of COVID will be reported immediately;
9. Room capacities have been updated: -
 - a. Griffin Hall – 30
 - b. Belmont Hall – 20
 - c. Royale Room – 4
 - d. Viceroy Room – 4
 - e. Omega Room – 2
10. One way notices can be provided, on request;
11. Careful management of bookings will take place with consideration given to new bookings by the Trust Manager;
12. We are only accepting bookings for birthday parties etc after 21st June 2021;
13. Extra time between bookings is provided, at no extra cost, to allow for cleaning;
14. Accepting contactless payments only; and
15. Support is provided to all users of the Lyons Community Centre.

To assist in keeping all users safe and the building COVID secure the hirer is responsible for:

1. Ensuring all users scan the Track and Trace QR code on entry. If they are unable to scan the QR code the hirer must collect the users name and phone number and send it to the Trust Manager after each use and within 24 hours. The hirer is responsible for permanently removing/deleting the details after confirmation from the Trust Manager that it has been received so as to comply with GDPR. The information will be held by the Trust Manager for 21 days only. This is a requirement by law. If it is not completed, the hirer could face receiving a fine;
2. Encouraging users to read the COVID information notices;
3. Ensuring a 2m distance is adhered to at all times. However, in the event of an emergency it is unsafe and inappropriate for a 2m distance to be strictly adhered to;

4. Ensuring face coverings are worn by all users in all communal areas, at all times. However, we understand that this is not always possible - visit <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> for more information. It remains the responsibility of the user to supply face coverings;
5. Cleaning regularly used surfaces, such as tabletops and door handles, in the hired room. Please take care and do not use spray when cleaning electrical equipment, such as light switches and Bluetooth speakers;
6. If the kitchen has been used, cleaning all surfaces used. However, it is recommended that hirers bring their own prepared food or drink in bottles, to avoid use of the kitchen;
7. Checking toilet cleaning checklists before use and ensuring a maximum of 2 people are present at one time;
8. Cleaning personal equipment before and after use;
9. Ensuring all rubbish is safely disposed of in the bins provided;
10. Bringing their own personal hand sanitiser and/or gloves and anti-bacterial wipes or tissues;
11. Using, and encouraging all users to use, hand sanitiser on entering the building;
12. Encouraging all users to wash hands regularly;
13. If someone becomes unwell with COVID-19, contacting the Trust Manager and/or Caretaker as a matter of urgency. If the Trust Manager and/or Caretaker is not on site, it is the responsibility of the hirer to send the patient home immediately or, if too unwell or required to wait for transport, move them to the nearest, enclosed, available space (Royale Room or Viceroy Room). The hirer will nominate a responsible person to ask all other users to leave the building through a different/the furthest exit and collect the COVID PPE kit;
14. Staggering arrival and departure times of activities and adopt a booking system to ensure social distancing measures are adhered to by adjusting the maximum number of users. Where a booking system is not possible the hirer will need to consider how they will manage any excess numbers ie: first come, first served/allowing people to join online from home or another room etc;
15. Adhering to any Government guidelines around capacities for the activity on offer;
16. Encouraging users to use contactless payments;
17. Adopting a one way system, where required, and informing their visitors. Fire exits must remain closed at all other times;
18. Ensuring that users do not mix or mingle before, during and after the activity. If it is not possible for social interaction to be limited to groups of the same household/support bubble the booking will be cancelled;
19. Providing temporary floors markings to promote a defined spacing per individual;
20. Managing social distancing of spectators, such as waiting children or parent chaperones;
21. If able to do so, keeping windows/doors (except fire doors) to the hired room open to allow ventilation. These must be securely closed at the end of the booking. For high-intensity exercise classes, 100% fresh air is required;
22. Positioning furniture to facilitate users sitting side by side, rather than face to face whilst still maintaining at least a 2m distance;
23. Leaving any used chairs out to be disinfected before being stored;
24. Keeping the volume of music to a minimum to avoid the need to use raised voices;



16. Adhering to the terms of the “Temporary Booking and Cancellation Policy”;
25. Organising the activity in accordance with guidance issued by the relevant governing body and carrying out a COVID-19 risk assessment to identify actions which will minimise the risk of transmission. A copy should be provided to the Trust Manager;
26. Informing users of identified actions from their risk assessment;
27. Whilst Government guidelines are changing on a regular basis, ensuring all published guidelines are adhered to. Please visit <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> for more information.

To comply with Government advice, CaSE Community Trust wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. The “COVID-19 Risk Assessment” and “Special Hire Conditions” are available but may be subject to change at any time in line with Government and Village Hall Guidelines.

***FOR MORE INFORMATION PLEASE CONTACT REBECCA ON:
rebecca@casetrust.org.uk / 07458 301846***



Special Hire Conditions (COVID-19)

I have read and understood the following documents:

- ‘Special Hire Conditions’**
- ‘COVID-19 Risk Assessment’**
- ‘Hirer Example Risk Assessment’**
- ‘12 Step Notice’**
- ‘COVID-19 Emergency Plan’**
- ‘Temporary Booking and Cancellation Policy’**

I agree to follow the instructions and guidance issued. I understand my responsibilities in order to keep users of the Lyons Community Centre and CaSE employed staff safe.

Name:

Signature:

Date:

Block booking name/date of booking.....