



CONDITIONS OF HIRE DURING COVID-19

Note: These conditions are supplemental to and not a replacement for the Academy's existing conditions of hire.

Before any letting can be agreed, Hirers **MUST** email their groups Risk Assessments to the Premises Manager who will then confirm your hire arrangements.

You, the hirer, are responsible for ensuring :-

- Those attending your activity/club comply with the current COVID-19 Secure Guidelines when entering and occupying the Academy. **Masks MUST be worn inside any buildings.**
 - The cleaning of door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, chairs and tables and any surface used during your period of hire. This must be completed **before members of your group or organisation arrive, throughout your period of hire, paying particular attention to wash hand basins and your own equipment, and again on leaving.**
- Please note:** The academy is cleaned daily by our premises team but you will be responsible for cleaning all regularly used surfaces before, during and at the end of your period of hire.
- Anyone attending your activity or event understands they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days. If they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert any others they have been in contact with.
 - You keep the premises well ventilated throughout your period of hire, with windows and doors open as far as convenient. **You will be responsible for ensuring they are all securely closed on leaving.**
 - Social distancing can be maintained during the time you are on academy premises. 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 i.e. wearing a mask when accessing a more confined area** (e.g. moving and stowing equipment, accessing toilets). This period should be kept as brief as possible.
 - Particular care is taken 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, or other confined areas without others being present.
 - Furniture is positioned or the room arranged where 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.
 - A record is kept of **the name, contact telephone number or email** 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.
 - The disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, before you leave the academy site, including emptying any bin used. Full rubbish bags should be tied and left for the premises team to remove.

The Academy has the **right to close if there are safety concerns relating to COVID-19**. For example, if someone who has attended the academy 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. This may be at short notice.

In the event of **someone becoming unwell with suspected Covid-19 symptoms while at the academy you should remove them to a safe area**. Provide tissues and a bin or plastic bag, and hand sanitiser. 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. **You must then inform the Premises Manager IMMEDIATELY, contact no: 07964 034320.**



Oakfield Academy
Frome

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