

Martlesham Heath Pavilion

Special Conditions of Hire from 28th March 2022 (COVID-19).

Note: These conditions are supplemental to, not a replacement for, the Pavilion's ordinary conditions of hire.

The Government has ended all Covid restrictions from 24th February but you are asked to observe the following requirements in order that more vulnerable people feel safe using the pavilion.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with COVID-19 Secure advice while entering and occupying the Pavilion, in particular using the hand sanitiser supplied or washing hands.

SC2:

You undertake to comply with the actions identified in the Pavilion's risk assessment, of which you will be provided with a copy.

SC3:

You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC5:

You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows (using a window key) are all securely locked on leaving.

SC6:

You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than **30** people attend your activity/event in order that social distancing can be maintained. (This excludes children under 5 years).

SC7

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons **likely to be more vulnerable to COVID-19**, including, for example, ensuring they can access the toilets or other confined areas without compromising social distancing-

SC8:

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, are taken away with you when you leave the Pavilion.

YOU MUST TAKE ALL WASTE MATERIALS AWAY WITH YOU

SC10:

Food or drink should if possible be consumed while seated.

SC11:

We will have the right to close the Pavilion if there are safety concerns relating to COVID-19, for example, if someone who has attended the Pavilion 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.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Pavilion you should remove them to the designated safe area outside. 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 precautions, and advise them to launder their clothes when they arrive home. Inform the Pavilion Facilities Manager on: 07860 243 625.

SC13:

In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g., refrain from playing loud music at a volume which makes normal conversation difficult.

SC14:

Other special points as appropriate.

E.g., Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

E.g., Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the Pavilion.

If you use the **Audio-visual cabinet** (for the overhead projector etc.) please take the following action:

1. Wash or sanitise your hands.
2. Switch OFF the main power switch in the cabinet (bottom right with red light).

3. Using the wipes provided in the cabinet gently wipe all areas you have touched (if in doubt wipe anyway).
4. Pay special attention to microphones if used (head and shaft).
5. Replace the unused wipes within the cabinet and lock up.
6. Dispose of the used wipes in the kitchen bin.

Sanitise your hands before and after using the equipment.

Please note

As a community building, any requests for the Pavilion to be used for vaccinations for Covid-19, additional flu inoculations or school use will be given priority.

You must bring your own cleaning equipment, sprays, spare hand sanitisers etc. as well as a rubbish bag. Whilst some items will be available, we know from experience that sometimes items are removed or mislaid and cannot be found by the next hirer.

Guidelines and rules change regularly