



## Bettridge Centre Special Conditions of Hire during COVID-19



Newtonhill Community Hall Association

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

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the centre's COVID-19 Risk Assessment while entering and occupying the building, in particular following the Scottish Government FACTS rules, as attached.

You also undertake to comply with the actions identified in the centre's Risk Assessment, with which you have been provided a copy.

You will make sure that all participants understand that they **MUST NOT** enter the building if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test and Protect system to alert others with whom they have been in contact.

**Arrival/Departure** – we've taken great care to change regular booking times in order to ensure groups don't mix within the centre. It's equally important that participants observe 2m social distancing outside the centre, do not arrive too early for their activity, or enter the building before you have confirmed the space is ready for them.

**NHS Test and Protect** - you will provide contact details on entry to the centre via the register. We will pass on those details to Test and Protect if they ask for them. You are asked to keep a record of the name and contact details of all participants for a period of 3 weeks after the activity.

**Social Distancing** - you will ensure that everyone attending maintains 2m social distancing while entering and exiting classes, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

Face coverings must be worn by everyone over the age of 5 at all times while moving around the centre, this includes corridors, stair wells, entrance vestibules and toilets.

**Toilets** - you will make sure that participants follow the centre's guidelines when using toilets – one person (or household) at a time, with the exception of the Ladies in the main entrance. Face coverings must be worn.

**Public Access** - with the exception of registered participants, no other people are permitted in the building for the foreseeable future – this is to limit the spread of the virus from external sources (eg local workmen/public using the toilet facilities). This includes the parents of children over the age of 5 – unless exceptional circumstances apply. These adults



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count towards whatever the current limit is on adults attending, must observe social distancing rule and wear face coverings at all times while on the premises.

**Cleaning** - the hall will be cleaned before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including any equipment you may use whilst in the centre) using either the products supplied or your own ordinary domestic products. Please take great care cleaning electrical equipment. Use cloths - do not spray directly on electrical equipment!

**Ventilation** - you will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**Hall capacity** - notwithstanding current national or local restrictions, which always take precedence - the maximum numbers permitted in each location for over 18 sports/exercise which requires 3m x 3m social distancing are as follows:

- Lounge - 10
- Small Hall – 15
- Main Hall - 35

For activities requiring 2m x 2m distancing the following limits apply:

- Lounge - 18
- Kitchen/café bar - 8 (2 in kitchen and 6 in café bar)
- Small Hall – 28
- Main Hall - 50

**Sports/Exercise** - you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity and supply a Risk Assessment to the centre before taking up your booking which complies with that guidance and also adheres to the centre's Risk Assessment.

**Hirer's Equipment** - you will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and if being stored in the centre's cupboards, refer to the centre's Risk Assessment.

**Music** - in order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music at a volume which makes normal conversation difficult. For exercise classes it may be appropriate for coaches to use a microphone – please ask the centre's management team about using the sound system.



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**Vulnerable People** - you 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**Seating** - you will position furniture or the arrangement of the room as far as 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 social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape. Please ensure all furniture is sanitised after use.

**Rubbish** - you will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths are put in the bins provided in the area that you are hiring as anything left behind will be disposed of and lost property will not be operating for the foreseeable future unless anything is found of significant value.

**Kitchen** – consumption of food or drink on the premises is to be discouraged, however if you do you prepare anything, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and disposable washing up sponges.

**Centre closure** - we will have the right to close the centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or in the event that public buildings are asked or required to close again. If this is necessary, we will inform you promptly and you will not be charged for this hire.

Cancellation - If your booking is cancelled because the Special Conditions of Hire or our Risk Assessment are not being complied with, you will forfeit the cost of that hire.

**Illness** - in the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre, you must ask them to leave the premises as soon as possible and assist with arranging collection/pickup. Keep them separate from other participants while waiting for pickup. Ensure you have contact details for all attendees 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. Inform the duty staff so they can carry out a deep clean of the area, and inform centre admin/management team as soon as possible.



# Remember **FACTS** for a safer Scotland



**Face coverings**



**Avoid crowded places**



**Clean your hands regularly**



**Two metre distance**



**Self-isolate and book a test if you have symptoms**

## Face Coverings

- Mandatory on public transport, in shops, in certain indoor public places and should be worn where distancing is difficult
- Babies, toddlers and children under 5 should not wear them
- Not required where the person cannot put on, wear or remove a face covering because of any mental or physical illness, impairment, or disability and invisible disability, people who need to communicate with someone who has difficulties communicating, or where it will cause severe distress for the wearer or person in the care of the wearer
- Should be snug yet comfortable, allowing proper breathing while completely covering nose and mouth
- Wash reusable ones after each use and bin disposable ones responsibly, cleaning hands before and after handling

## Avoid Crowded Places

- Close proximity to others seriously risks spreading the virus, even outdoors
- If somewhere looks busy, leave and try again another time

## Clean Hands and Surfaces Regularly

- Wash hands often with soap and water for 20+ seconds, especially after going out or meeting with other households
- When out, avoid touching hard surfaces and sanitise hands frequently
- Clean surfaces regularly as the virus can live on them for 72 hours

## Two Metre Distance

- Keep 2 metres (6 feet) away from others where possible
- Applies both indoors and outdoors
- Limited exceptions for public transport, hospitality and retail
- Children under 12 are exempt

## Self-isolate and Book a Test if You Have Symptoms

- If you have any coronavirus symptoms, you and your household should isolate and you should book a test straight away at [NHSinform.scot](https://www.nhs.uk/conditions/coronavirus/coronavirus-test) or by calling **0800 028 2816** if you cannot get online

[nhsinform.scot/coronavirus](https://www.nhs.uk/conditions/coronavirus)  
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