

Addendum to Peel Centre Special Conditions of Hire during COVID-19 v5 (December 2021)

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

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Peel Centre, as shown on the Health & Safety Executive poster "Staying COVID-19 Secure in 2020" poster which is displayed at the Peel Centre entrance, in particular using the hand sanitiser supplied when entering the Peel Centre and after using tissues.

SC2: You undertake to comply with the actions identified in the Peel Centre's risk assessment (see Appendix 1).

SC3: You will be responsible for cleaning 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 before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. In order to clean these items, spray antibacterial spray onto disposable cloth and wipe down that item.

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 or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 antigen test.

SC5: 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 and that they are cleaned in accordance with SC3 above.

SC6: You will ensure that no more than an appropriate number of people attend your activity/event, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures such as face coverings when using more confined areas (e.g. moving and stowing equipment, accessing toilets). You will make sure that no more than one person uses each suite of toilets at one time.

SC7: 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 compromising social distancing.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing 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, face coverings, and good ventilation. If tables are being used, you are advised to 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. Where tables and chairs are used, they should be wiped down by you before and after use, using the antibacterial spray and disposable cloths, which are to be disposed of in the bins provided.

SC9: You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the Peel Centre entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the Peel Centre's NHS QR poster or your own NHS QR poster.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave the Peel Centre. All other rubbish should be taken away with you when you leave the Peel Centre.

SC11: **You** will encourage users to bring their own drinks, food and crockery or you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will be responsible for taking away all food & drink rubbish and this **MUST NOT** be stored in the serveries. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. You will be responsible for cleaning down all kitchen surfaces, taps and equipment with the disposable cloths provided which should then be deposited in the bin provided which will be emptied daily. **We** will provide washing up liquid and washing up cloths.

SC12: **We** will have the right to close the Peel Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Peel Centre 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.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Peel Centre **you** should remove them to the designated safe area which is **the Project Office**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. PPE equipment is provided at each First Aid kit location and also in the Project Office. 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. Inform the **Paperclip Office** immediately that there has been an incident, so that additional action can be taken for any other users; and inform the **Peel Centre on 01246 389199**.

SC14: For events with more than 30 people **you** will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission **please** take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Where a group uses their own equipment:

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

SC17: **You** will encourage all those attending your activity to wear a face covering unless an exemption or other Government Guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

Appendix 1 – Peel Centre’s Risk Assessment

<p align="center">COVID 19 RISK ASSESSMENT FOR THE PEEL CENTRE AUGUST 2021 PREPARED BY BRIAN SIMPSON, date 27.8.20 (updated 12.12.21)</p>						
HAZARD AREA/ ACTIVITY	PERSONS AT RISK	CONTROLS CURRENTLY IN PLACE	RISK RATING	ACTION, WHAT & BY WHOM	BY WHEN	DATE COMPLETED
Hazardous Substances Eg Cleaning Materials	Visitors, Staff, Volunteers	All cleaning materials kept in locked cupboard. Antibacterial sprays kept in serveries.	High	Cleaners aware of safety measures. Storage cupboard kept locked.	Ongoing	To be confirmed
Spread of infection by handling/hand hygiene generally.	Visitors, Staff, Volunteers	Regular handwashing using soap, hot water and hand dryers/paper towels. Daily cleaning by Contract Cleaners Monday-Friday once a day, not during the day.	High	Increase frequency of handwashing. Use of alcohol hand sanitizer after touching taps. Applies to all persons entering the premises. Post NHS notices on handwashing in every toilet/servery.	Prior to re-opening.	TBC
External Doors	Visitors, Staff, Volunteers	None	Medium	Daily cleaning by Contract Cleaners (Mon-Friday) once a day, not during the day. All visitors to clean hands with alcohol sanitizer on entering building & on final exit and lockup. Hand sanitizers to be placed by each entrance door.	Prior to re-opening.	TBC
Staircases	Visitors, Staff, Volunteers	Weekly cleaning (Mon-Fri) by Contract Cleaners	Medium	Contract Cleaners to clean handrails daily (Mon-Fri). Including handrails and controls to stairlift.	Prior to re-opening.	TBC
Dr Fletcher Room	Visitors, Staff, Volunteers.	Daily cleaning by Contract Cleaners (Mon-Fri) once a day, not during the day.	Medium	Contract Cleaners to clean window sills, ledges, table tops and light switches. Users to clean table tops and chair top rails before and after use with antibacterial spray and paper towels. Light switches and door handles also to be cleaned on leaving room. Spray onto paper towel then wipe light switch. Cleaning station with antibacterial spray, paper towels and waste bin to be provided in room. Bin to be emptied daily.	Prior to re-opening.	TBC

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HAZARD AREA/ ACTIVITY	PERSONS AT RISK	CONTROLS CURRENTLY IN PLACE	RISK RATING	ACTION, WHAT & BY WHOM	BY WHEN	DATE COMPLETED
				Users to open windows to improve ventilation where possible and close on leaving.		
Thomas Taylor Hall Edward Lucas Hall	Visitors, Staff, Volunteers	Weekly cleaning by Contract Cleaners	Medium	Contract Cleaners to clean window sills, ledges, and handrails daily. Users to clean tables tops, light switches and chair top rails before and after use. Light switches and door handles to be cleaned on leaving room. Spray onto paper towel then wipe light switches. Cleaning station with antibacterial spray, paper towels and waste bin to be provided in room. Bin to be emptied daily.	Prior to reopening	TBC
Toilets Contact surfaces.	Visitors, Staff, Volunteers	Daily clean by Contract Cleaners (Mon-Fri) once a day, not during the day.	Medium	Daily check by Building Manager that hot water is flowing and hand dryer is working. Post NHS poster re good and regular hand washing. Post signage on door to encourage single use of toilet facilities. Reduce number of sinks, urinals and wcs available where appropriate. Antibacterial wipes to be provided to enable each user to clean taps, surfaces, door handles and light switches. Provide bin for disposal of wipes. Bin to be emptied daily.	Prior to reopening	TBC
DHT Office and Project Office. Contact surfaces.	Visitors, Staff, Volunteers	Staff working from home	Medium	DHT staff to provide alcohol sanitiser at each desk for use at regular intervals throughout the working day when they return to work in the building. DHT responsible for their own cleaning regime.		TBC

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Serveries/ Equipment	Visitors, Staff, Volunteers	Surfaces are cleaned daily by Contract Cleaners (Mon-Fri) The hot water boiler is monitored and all users are asked to wash crockery and cutlery using hot water, the detergent provided and their own tea towels.	Medium	Users will be encouraged to bring their own drinks and food and crockery if required. In this case all rubbish will be taken away by the user when they leave. No food to be stored in the serveries. If users need to use the crockery/cutlery provided it should be washed in hot water with the detergent provided and dried with the users own tea towels which are to be removed when they leave. The user is responsible for cleaning down all kitchen surfaces, taps and equipment with the disposable cloths provided which should then be deposited in the bin provided which will be emptied daily. Notices to be posted to reinforce this requirement.	Prior to re-opening.	
Stored Equipment Eg Tables & Chairs	Visitors, Staff, Volunteers	Chairs should be stacked no more than 6 high. A trolley is available for moving chair stacks around rather than dragging them across the floor.	Medium	Tables and chairs used are to be wiped down before and after using antibacterial spray and disposable cloths which are to be disposed of in the bins provided. Notice to reinforce this requirement to be posted.	Prior to reopening.	TBC
Users stored equipment	Visitors	No current requirements	Medium	A letter will be sent to all organisations booking rooms to make them aware of the steps taken by the Building Management to ensure a Covid free environment and reminding users of their responsibilities to do the same in respect of equipment used by them.	Prior to reopening	TBC
Physical Contact	Visitors, Staff, Volunteers	No current Requirements	Medium	Regular handwashing Encourage social distancing between individuals or groups is maintained by everyone attending as far as possible	Prior to reopening	TBC

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				<p>Users to position furniture to facilitate social distancing with mitigation measures such as: seating side by side with at least 1 empty chair between each person or household group, rather than face to face and providing good ventilation.</p> <p>If tables are being used, you are advised to 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.</p> <p>Wearing of Face Coverings required unless exemptions as noted in Government Guidance.</p> <p>Display Catch it! Bin It! Kill It! And Handwashing posters at Key Points</p>		
Well Being of Staff/Volunteers/Contractors	Staff/Volunteers/contractors	Encourage feedback to a member of the Management Committee	Low	<p>Maintain this feedback including Users.</p> <p>All users are to provide a list of attendees at each meeting to assist possible Test & Trace action if infection established.</p> <p>Revised and additional Conditions of Hire reflecting this Risk Assessment to be issued to all users and potential users.</p>	Prior to reopening	TBC
Emergency Procedures & First Aid.	All staff, volunteers and users.	Existing	Low	<p>Emergency Procedures to remain.</p> <p>In the event of someone becoming ill whilst in the building and displaying the possible symptoms of Covid 19 infection, they are to be isolated in the Project Office and provided with, tissues, hot water and soap for handwashing and a disposal bin prior to returning home for isolation or receiving further medical attention.</p> <p>Contact details are to be requested from all others in the group.</p>		

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				PPE equipment is to be provided at each First Aid kit location and also in the Project Office.		