

St Catherine's Church Heald Green Community Buildings additional hirer terms and conditions

Covid-19 site re-opening

Note: These conditions are supplemental to, not a replacement for, St Catherine's Church ordinary conditions of hire.

Hirers MUST comply with all the requirements of the Covid-19 site re-opening risk assessment and submit their own risk assessment for their group for approval by St Catherine's Church. Upon receipt of this and subsequent approval St Catherine's Church will confirm the booking in the usual way.

Additional Terms and conditions

Action 1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with these Covid-19 secure guidelines whilst entering and occupying the venue, including using the use of hand sanitiser supplied when entering the venue.

Action 2:

You will undertake to comply with the actions identified in the venue's risk assessment, which is available on our website at www.stcatherineshg.org.uk.

Action 3:

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.

Action 4:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

Action 5:

You will ensure that you adhere to the venue revised capacity, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and observes any one-way system within the premises.

Action 6:

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 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. Please note that the use of hand dryers is not permitted, and paper towels are available for use.

Action 7:

When setting up/de-rigging the room with tables and chairs hirer to ensure social distancing is adhered to and the tables and chairs are wiped down with the appropriate sanitiser. At the end of the session, the hirer is responsible for placing any PPE/wipes/paper towels from the venue into a plastic bag and removing from the premises. The hirer can place such rubbish in the large bin located outside the hall.

Action 8:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 28 days after the event and provide the record to NHS Track and Trace if required. If St Catherine's Church is notified by another user of the venue of a Covid-19 case, we shall contact the person responsible for hiring the venue for your event and inform them of this matter. It is the responsibility of the hirer to contact NHS Track and Trace and seek further guidance.

Action 9:

St Catherine's Church has the right to close the venue if there are safety concerns relating to Covid-19, for example, if someone who has attended the venue develops symptoms and thorough cleansing is required or if it is reported that the additional hirer terms and conditions 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.

ATC10:

In view of the extra cleaning being undertaken by hirers before, during and after their session St Catherine's Church will allow reasonable leeway in its booking system, however this is for additional cleaning only and is not intended to extend the hire period.

Action 11:

Live performances e.g. drama, music is not permitted at present. This is to avoid the risk of aerosol or droplet transmission. For the same reason you must 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.

Phased Reopening Instructions:

1. The Church Hall is NOT open to the General Public.
2. All groups MUST have contact details of any attendees and keep for 28 days.
3. The ONLY AREAS to be used by any group are those designated for them and including the toilets. There is to be no gathering in the foyer area or other spaces other than those allocated to you.
4. Maximum capacity of the Main Hall is 24.
5. Social Distancing is to be adhered to and the one-way system followed.

6. It is advised that Face Coverings should be worn.
7. Hand dryers are not to be used. Please use the paper towels provided.
8. Wash/Sanitise hands regularly.
9. ANY problems must be brought to the attention of Mary Gibbison (contact details below)
10. The kitchen is NOT to be used.
11. The toilet procedure of 1 in, 1 out, must be followed.
12. Any rubbish to be bagged up and put in the big bins outside the social room.
13. Any tables, chairs and other equipment MUST be sanitised before being put away.
14. The 'sanitise log' MUST be signed by the nominated responsible person.
15. Members will be made aware of the nearest fire exit.
16. All Groups MUST produce a risk assessment for their organisation and send to XXXX for their approval.

These instructions are for Phase One of reopening the premises and will be reviewed and updated as more guidance is received.

St Catherine's Standing Committee

August 2020

Please sign the form below and return to the hall.

We agree to follow the extra conditions above and to appoint a responsible person who will ensure the necessary sanitisation at the end of the session has been undertaken and the log signed. We understand that failure to do so will result in our booking being cancelled.

Signature..... Name.....

Group.....

Thank you for your support in these difficult time

Contact details:

Regular bookings and any issues please call Mary Gibbison on 0161 437 9327.

For single events - If you'd like to book the Centre for a single event, such as a birthday party, please call Joe Whetham on 0161 499 0266

(Adapted from Stockport Metropolitan Borough Council - July 2020)