

# Pitstone Pavilion

## Special Conditions of Hire arising from Covid-19

**NB: The pavilion is currently closed for national lockdown 2, and may only operate for the permitted activities eg as a workplace, construction, 1 to 1 counselling etc. The Terms below reflect the anticipated return to opening and will be updated and revised if necessary.**

To ensure this building remains Covid secure, you and your guests MUST follow the Covid-19 Secure Guidelines listed below:

- Minimise contact with individuals who are unwell, or who have been in close contact with someone who is unwell
- Clean your hands often
- Follow good respiratory hygiene
- Regularly clean all surfaces, especially those that are touched frequently
- Maintain social distancing and wear a mask whilst indoors

The Health Protection Regulations in force place all the onus of risk assessment and compliance with social distancing and coronavirus regulations on the organiser of the meeting, and on your participants. If you feel that your activity or attendees cannot remain within the guidance for your particular activity it is your responsibility not to book the pavilion or not to participate in that activity.

If you are in any doubt as to the meaning of any of the Guidelines or Special Conditions, you MUST seek clarification from us without delay.

**Please note that Government Guidance changes frequently and often at short notice. Therefore, these conditions and our ability to permit your booking, may also change at short notice. These circumstances are outside of our control.**

### 1. Covid Secure

- a. 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 pavilion, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
- b. It is now a mandated legal requirement that all those utilising a community facility MUST wear a face covering whenever inside the building 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.
- c. You, the hirer, should provide information to your guests ahead of your booking so that they know what to expect when they arrive, can come prepared and by choosing to attend, therefore acknowledge that they will comply with the guidance you have issued.

### 2. Risk Assessment

- a. You undertake to comply with the actions identified in the pavilion's risk assessment, of which you have been provided with a copy.

- b. Adults can continue to take part in outdoor organised sport and licensed physical outdoor activity in groups of more than 6, provided it is organised by a national governing body, club, registered instructor/coach, business or charity; and/or involve someone who has received an official license to use equipment relevant to the activity. In all cases, the organiser **MUST** conduct a risk assessment and ensure compliance with COVID-19 Secure guidance.
- c. You will provide the Parish Council with a copy of your own Covid-19 Risk Assessment for your club/activity prior to your event(s) taking place.

### 3. Cleaning

- a. 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 (including any tables, chairs, benches, kitchen surfaces/equipment and floors) **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). You are required to clean all surfaces again **after** your hire period and before leaving.
- b. Please supply your own ordinary domestic cleaning products to avoid cross contamination of bottles etc.
- c. Please take care cleaning electrical equipment. Use cloths - do not spray!
- d. Pay particular attention to high traffic areas such as corridors, toilets, turnstiles etc.
- e. When making your booking via Hallmaster, you **MUST** ensure you have included enough time to clean & set up before your event, and then clean again prior to departure, as it is important that different hirers / bubbles do not mingle.

### 4. Ventilation and use of building areas

- a. The changing village and toilet suites are fitted with ventilation systems which will automatically start once movement is detected. This draws in fresh air (not recirculating air).
- b. You will keep the main community building well ventilated throughout your hire using the windows, vents and/or opening the rear doors where possible. Door wedges are provided for each door. You will be responsible for ensuring all doors and windows are securely closed on leaving.
- c. Hirers should only open and utilise the areas of the building that you require for your hire period so that other areas of the facility do not become infected.

### 5. Capacity, layout and flow of visitors

- a. You will ensure that no more than 25 people attend your activity/event in the community room, seated at tables, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a 'qualifying group') and that such groups do not mingle. You will ensure that social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, observes any one-way system you initiate, 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 or in the kitchen) which should be kept as brief as possible.
- b. You will make sure that no more than one person (or one parent + child) uses each suite of toilets at one time and that no queue forms in the corridor. There is signage

on the doors to remind users of this. Consider extending interval times or changing the structure of your event to allow visits to be spread out. Consider how you will manage access to the toilets (this will be more important if you are arranging a football match and spectators are free-flowing, than if you are organising a charity meeting for just 6 people in the community room).

- c. You will position furniture or the arrangement of the community room as far as possible to facilitate social distancing of 2m between individual people or groups of 6 or less people, 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.
- d. If your event involves the hire of our external space eg for football, you MUST give consideration to the flow of people around the site and determine if you can nominate different entrance and exit points to avoid pinch points eg can guests enter via the turnstiles and exit via a side gate. As the pavilion building only has one main entrance/exit corridor, a one-way system will not be marked out on the internal floor. You are responsible for conveying your traffic flow requirements to your guests and erecting all temporary signage required. Regular hirers may submit a request to the parish council for the hirer to affix more permanent signage which could be left in place and we will work with all regular hirers in this respect to help you make your event covid secure. Please note however, that different users may well have different requirements, so we may not be able to grant all requests and your signs may need to make it clear which events they relate to. You are responsible for locking all gates/doors etc on departure.
- e. If you have requested use of our turnstile & ticket office, please make sure you put out the social distancing free standing signs, 2m apart, in front of the building. You should also place one free-standing sanitiser dispenser just before the entrance to the ticket office/turnstile so that customers hands and clean before they push the barrier. Place the second free-standing sanitiser dispenser pitch side of the turnstile if you plan to permit guests to exit via the turnstile area later in the day. All signs and dispensers to be stored in the ticket office after use. You must ensure that all signs and dispensers are returned to this area and secured prior to your departure from the site.
- f. For outdoor events with more than 30 people (where these are permitted by the government guidelines in place at the time) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat/stand 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 or area by area and to manage any queues that may form when people arrive.
- g. Where you are permitting guests/spectators to your outdoor event, and planning to offer refreshment services from the serving hatch, please ensure that any queue does not clash with guests arriving/departing via the turnstile and ticket office. Social distancing signage will be in place along the covered walkway.
- h. If you have requested use of the changing village, where you or your league have deemed this essential, please note that the maximum capacity per changing room is

6 people. Showers remain closed at present and should not be used. Where possible, to comply with Government Guidelines, hirers should be encouraged to arrive changed and go home to shower. Hirers utilising the changing village will be responsible for providing sufficient marshalls to ensure that social distancing and capacity volumes are adhered to.

- i. Facility providers are recommended to provide at least 10 minutes between different users hire periods to help reduce capacity/social distancing issues during swap-over times eg in the car park. Therefore, please ensure you leave the minimum gap between bookings when you make your reservation request, or your booking time will need to be reduced. Football clubs may need to speak to your relevant leagues to ensure they permit flexible kick-off times to accommodate this.
- j. Encourage your guests to walk or cycle to your event where possible. Bicycle racks have been provided.

6. Care of the vulnerable / those aged over 70 years

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.

7. Those displaying symptoms before, during, or after your event

- a. 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** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** seek a Covid-19 antigen test.
- b. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the pavilion you should ideally send them straight home. If this is not possible, remove them to the designated safe area which is in the disabled toilet, where you will find a chair, sink and soap for handwashing. Collect the Covid-19 First Aid Box from the cupboard in the kitchen, inside of which you will find full instructions. 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. Further advice and details are available inside the Covid-19 first aid box. Inform the Parish Clerk immediately on 01296 767261 (a 24-hour answerphone is in operation) so that extra cleaning can be initiated.
- c. If you, as hirer, are made aware that anyone attending one of your events has since tested positive for COVID-19 you **MUST** notify the parish council in case we need to initiate extra cleaning etc.

8. NHS Track and Trace

- a. It is a legal requirement that all regular hirers of community buildings should register for your own official NHS Track and Trace Covid-19 QR code and display this QR poster at your points of entry before the start of your hire (so that visitors can sign in to your event via the NHS Covid-19 App where possible).

- b. Where guests check-in via the QR code, hirers are required to check the phone screen of the visitor to ensure that they have checked in successfully.
- c. You can apply for a QR code via this link: <https://www.gov.uk/create-coronavirus-qr-poster>
- d. You **MUST** also 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 a member of any group of up to 6 people who attend together, with the number of people in that group who cannot be more than 6) who do not use the NHS QR code (unless you are operating an advance booking system, see below). Ideally, you will also record their departure time if this is practical, but the departure time is not required by law. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and Trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.
- e. If your booking is for a one-off event eg a wake, you may utilise the general Pitstone Pavilion QR code which will be on display in the main entrance and community room. You **MUST** still 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 a member of any group of up to 6 people who attend together, with the number of people in that group who cannot be more than 6) who do not use the NHS QR code. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and Trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.
- f. If your booking is for an event where you have operated an advance booking system which has collected all the required contact details (eg a junior football training session for a set age group where you have also taken a register (including the coaches present)), then you can operate this system for the period of that booking instead of utilising the QR code system. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and Trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.
- g. You do not need to obtain contact details, or QR code scans, for those under 16 years.
- h. If there are multiple users at the pavilion grounds at the same time, care **MUST** be taken to avoid the same code being used for two or more activities. Different groups should consider using different entry points and operate their own QR code systems for the activity they are running to avoid confusion.
- i. If you collect contact details on paper, such details **MUST** remain out of public sight and securely stored. Your group **MUST** comply with the requirements of GDPR and the safe handling and processing of personal data that they collect and may need to register with the ICO as a Data Controller. It is for each individual hirer to comply with these legal obligations.
- j. The accuracy of the information provided will be the responsibility of the individual who provides it. You should encourage everyone to participate and consider prohibiting entry to our building or grounds to any person refusing to participate. It is a legal requirement that contact details be provided if you are operating a café or bar etc so you **MUST** comply and refuse entry if they refuse to provide details. The police can be called if required.

- k. If there is an outbreak associated with the venue, a message will be sent to the relevant app users with the necessary public health advice. You **MUST** not use the information you have collected to contact people.
- l. Your record **MUST** include all staff or volunteers working for you on the premises on a given day, including the time and contact details. This includes anyone providing a service or activity eg cleaner, office staff, club committee members, groundkeeper etc. The council will record our own staff and volunteers.
- m. There is a legal obligation on operators of community facilities to ensure that hirers are fulfilling their obligations. Therefore, you **MUST** confirm your arrangements via your risk assessment which you submit to the parish council ahead of your booking(s).
- n. By placing your booking, you agree that the parish council can hold your contact details along with details of your hiring event, and pass them to NHS Track and Trace if required, so that we can fulfil our own legal obligations as the operator of a local authority building.
- o. Exempt visits: details are not required from a police officer or emergency responder on duty, suppliers or contractors making a delivery or collection, those under the age of 16 or if someone does not have the mental capacity to provide their contact details.
- p. Failure to comply: Failure to comply with collecting details and maintaining records is punishable by a fine. The first fixed penalty is £1,000.
- q. You can find the latest government information about Track and Trace requirements here: [https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm\\_source=26574a86-d87a-46bf-8383-0035631a4235&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=26574a86-d87a-46bf-8383-0035631a4235&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

#### 9. Rubbish disposal

- a. For health and safety reasons, during the pandemic it is particularly important that you pick up & safely dispose of all rubbish generated during your hire period.
- b. You will be responsible for the disposal of all rubbish created during your hire, including tissues, masks, cleaning cloths and the contents of all bins, in accordance with government guidelines. If you have utilised the outside space or football pitches, or guests have used the front car park, remember to litter pick from here (including sock tape etc) and empty the outside bins, and then safely dispose of all this rubbish as well.
- c. If you have lots of attendees at your event, eg spectators at a football match, you may need to put out more refuse collection points (for instance tie black sacks to posts).
- d. Black sacks and cleaning materials & equipment are provided but you are encouraged to bring your own to avoid cross contamination.
- e. Face masks and PPE can not be recycled and should be disposed of in the general waste bin.
- f. Wheelie general refuse and recycling bins are situated in the front car park.

#### 10. Food and drink

- a. You will encourage users to bring their own drinks and food.
- b. If drinks or food are made, 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 & hand towel, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

- c. Alternatively, you are responsible for ensuring that all used crockery and cutlery is placed inside the dishwasher, the dishwasher program is initiated and the outside of the dishwasher is fully wiped down.
- d. Risks are lower for those providing a take-away service via the outdoor serving hatch. Please ensure those waiting to be served observe social distancing whilst queuing and remember to collect all litter from outside areas at the end of your hire period. Please use paper plates/cups as no glass or crockery is permitted outside (to ensure the safety of those using our pitches).
- e. Where taking payment, encourage use of cashless payment systems where possible.
- f. All staff in hospitality settings MUST wear a face covering.
- g. Bars and restaurants, including any food or drink facilities inside a clubhouse can open. However, all hospitality areas (including the pavilion) which sell food and drink (such as cafes and bars, whether inside or via take-away serving hatch)) must cease (must be cleared away by then, not last orders) between 10pm and 5am. Where a sport facility (including the pavilion) sells food and drink to consume on site, customers must eat and drink at a table. In licensed premises (including the pavilion), food and drink must be ordered from, and served at, a table.
- h. If food and drink is served at tables, you MUST ensure that there is no mingling between groups at different tables, which must be seated in accordance with Special Condition 5.

#### 11. Equipment

- a. Ideally, ask those attending your event to bring their own equipment and not share it with other members.
- b. 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 re-stored in the pavilion's cupboards (if you have been granted storage permission).
- c. If you are utilising any of the parish council equipment including goals and corner flags as well as tables and chairs, you MUST ensure that it is cleaned before and after use. In the case of goalposts, these should also be wiped down at half time.
- d. Remember to clean any parish council cleaning equipment that you have utilised after you have finished use eg mops, brooms and washer.
- e. You will be responsible for ensuring that the store/plant/ticket room handles/light switches etc are cleaned before and after use, for ensuring that everyone who enters the council stores wears a mask and sanitises hands before entering, and that the number of people entering any confined space is strictly limited to ensure social distancing can take place.
- f. No permission will currently be granted for non-essential items to be stored within the pavilion building, as this will lead to increased cleaning requirements and risk.

#### 12. Changing Rooms and Showers

- a. Changing rooms are an area of increased risk of transmission. Your attendees should arrive changed, and shower at home where possible.
- b. Government Guidance advises that changing and communal shower facilities in multi-purpose buildings MUST remain closed unless essential.
- c. Exceptions may be made where safety and safeguarding measures require their use eg supporting disability athletes.
- d. Where the changing village is utilised (even if just for use of toilets by players/officials or for use of the medical room) you MUST ensure that social distancing is maintained and therefore they will not be able to operate at capacity. You will need to limit the

number of users at any one time (maximum 6 in changing rooms), so consider how you will manage visits to the toilet during half time etc. You MUST thoroughly clean all surfaces before, during and after use. You MUST ensure the room is kept clear of rubbish and all personal belongings are removed prior to departure.

- e. Even if you deem use of the changing village essential, the showers must remain out of use. Signage has been erected by all showers in both changing rooms and officials rooms.
- f. The changing village operates a ventilation system which will automatically switch on once movement is detected. This brings fresh air from outside into the building (not recirculating). The changing village does not have opening windows.
- g. Users MUST utilise hand sanitiser and wear a face covering on entry to the changing village. Both provided.

### 13. Raising of Voices

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 or broadcasts at a volume which makes normal conversation difficult. In the case of football, players should avoid shouting or raising their voices when facing each other during, before and after games.

### 14. Employment of staff

If you hire people to assist at your event, eg to prepare and/or serve food or to act as marshalls, you MUST also comply with all your legal obligations as an Employer, including the additional duties arising as a result of Covid-19 eg in relation to PPE.

### 15. Spectators

- a. Current guidance states that attendance by spectators and/or non-participating children and adults should be discouraged and minimised.
- b. If your booking includes permission for spectators to enter these premises (whether that be paying spectators or parents watching their children play), **you MUST appoint a named person(s) with responsibility for ensuring adherence to the social distancing guidelines** and provide this to the parish council within your risk assessment.
- c. The above named person MUST carry out and publish a risk assessment for the activity which limits the number of spectators and focuses on the need to maintain social distancing on arrival, for the duration of the activity, and on departure.
- d. Spectator groups MUST be restricted to discrete 6 person gathering limits and spread out, in line with wider government guidance.
- e. The groundkeeper will provide white line markers beside the pitch to assist your guests and the council has erected laminated signage reminders.
- f. It is your responsibility to provide adequate information to your spectators/teams/officials relating to any one-way system and/or social distancing measures you put in place for the period of your hire, and to ensure that these are complied with.
- g. When undertaking your risk assessment, take into account that there may be other hirers on site at the same time, and your capacity limits and management of 6 person gatherings will need to incorporate this.
- h. If managing your spectators will present challenges to maintaining social distancing and capacity limits then you should prohibit spectators from your event.
- i. Any payments from spectators should be made in a cashless manner where possible.





## 16. First Aid

- a. Regular hirers **MUST** have a trained first aider on site throughout their hire period. You **MUST** also ensure that your first aid kit includes additional items required as a result of the pandemic eg PPE for the first aider.
- b. Casual hirers can utilise the Parish Council first aid boxes and dedicated Covid-19 First Aid kit.
- c. A Coronavirus Safe Zone has been established in the disabled toilet area where you will find a seat and hand washing facilities so that anyone taken ill can remain isolated until someone arrives to collect them. Full instructions and PPE provided within the Covid-19 First Aid Kit.

## 17. Special conditions relating to specific hire purposes

- a. If your booking enquiry relates to a **performance** eg choirs or dance, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for this sector. Multi-purpose buildings are not currently permitted to allow singing in groups of more than 6, dancing or music over certain volumes.
- b. If your booking enquiry relates to an **indoor sporting activity** eg exercise classes or yoga, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for this sector.
- c. If your booking relates to an **outdoor sporting activity** eg football, the latest government advice is that adults and children can continue to take part in outdoor organised sport and licensed physical outdoor activity in groups of more than 6, provided it is organised by a national governing body, club, registered instructor/coach, business or charity; and/or involve someone who has received an official license to use equipment relevant to the activity. In all cases, the organiser **MUST** conduct a risk assessment and ensure compliance with COVID-19 Secure guidance. If you plan to also utilise the community room or sell food etc, you will need to meet the Covid requirements for each of those activities as well as the football related guidelines.
- d. If your booking enquiry relates to an **indoor market or community shop**, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for this sector.
- e. If your booking enquiry relates to **activities for children and young people** eg cubs or brownies, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for this sector.
- f. If your booking enquiry relates to **a wedding reception, funeral or wake**, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for these sectors, including maximum capacities. Your event may also need to comply with the guidelines for restaurants/cafes if you are serving food.
- g. If your booking enquiry relates to **a support group** eg assisting victims of crime or support for new parents, please contact the parish council for advice and specific terms prior to placing your booking as the Government has issued dedicated coronavirus guidelines for this sector.
- h. If you are planning to operate a **café** as part of your event, you **MUST** comply with the Government Covid Guidance for pubs, cafes and restaurants.

- i. To comply with guidelines, we are currently unable to accept bookings for teenage or **adult parties**.
- j. We are currently unable to accept bookings for **children's birthday parties** unless they are limited to one 'qualifying group' or 6 or less people.
- k. We are currently not permitted to accept bookings for dances, discos, group singing by worshippers or certain outdoor events with more than 30 attendees.

18. Closure of the pavilion

- a. We have the right to close the hall 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 if it is reported that these Special Conditions of Hire 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.
- b. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

19. Fines (up to £10,000)

- a. The operator of a community facility can be fined if their hirers do not comply with coronavirus legislation including not maintaining social distancing, permitting events that exceed the capacity limits and the non-wearing of face coverings whilst inside the community building.
- b. Pitstone Parish Council will seek to ensure that all hirers are compliant. All hirers **MUST** provide a written risk assessment prior to their event(s), including their proposals for managing their guests within current government guidelines. Where the council believes that further actions need to be taken, we will work with hirers to try and address these. Please do not be offended if we request further information or adjustments to be made.
- c. CCTV is in operation at the pavilion and we will be able to check activity during your hire period.
- d. Should we identify that any breaches have taken place, despite our best endeavour, the council reserves the right to refuse all future bookings from the hirer.
- e. Hirers should note that the parish council will cross-charge any fine levied on the parish council to the offending hirer, should your event breach regulations despite our best endeavour.