

Welcome back!

With the Government announcing that village, halls and community buildings are able to open from 4th July 2020. At Chichester Community Development Trust we look forward to welcoming you back to our venues at The Community Hall at Roussillon Park, The Lodge at Keepers Green and the Water Tower at Graylingwell Park.

We are aiming to once again open our venues on the 6th July 2020 and have taken the following measures to ensure everyone's safety:

What we will provide:

- Support to get your activity running again
- Hand sanitiser as you enter the building
- Signage in the buildings advising of social distancing, procedures and hand washing
- Antibacterial hand soap in the toilets
- Antibacterial spray and a paper roll for you to wipe down all equipment and areas prior and after use
- A deep clean daily
- Daily check of sufficient supplies of sanitiser, soap, paper towels and cleaning materials
- A copy of our risk assessment
- Special conditions of hire form



Let's make it happen

**CHICHESTER
COMMUNITY
DEVELOPMENT
TRUST**

The Water Tower, Blomfield Drive, Graylingwell Park, Chichester, PO19 6BZ
t: 01243 537526 | e: info@chichestercdt.org.uk | w: www.chichestercdt.co.uk
REGISTERED IN ENGLAND AS A COMPANY LIMITED GUARANTEE NO. 07114119 CHARITY NO. 1140014

What we ask from you:

- Sign our special Hire conditions document.
- To read our Risk assessment and complete one of your own
- To understand & Adhere to the 5 Covid19 basic safety points and ensure your clients do too:
 - Minimise contact with individuals who are unwell
 - Clean your hands often
 - Respiratory hygiene: (Cover your nose and mouth with tissues when sneezing)
 - Regular cleaning of surfaces that are touched frequently
 - Maintain social distancing where possible
- To clean & wipe down areas and equipment you will use with the spray and cloths provided, before and after use
- To shorten your classes for a period to accommodate the cleaning regime above
- Think about how many people can you safely have in your classes to adhere to social distancing rules
- Adjust the Layout of your class/activity accordingly, side to side is recommended rather than face to face
- Consider how you will deal with more people wanting to join in, will it be first come first served, or using your normal booking process?
- Consider if you need a separate entry and exit point?
- To keep your classes/activities well ventilated
- Consider if your participants can use their own equipment rather than sharing
- To encourage your customers to use the hand sanitiser or bring their own.
- To bring your own tea towels if needed
- To take registers of attendees at each class/activity so that they can be contacted, if needed, in the future.
- To advise CCDT if any of your clients become unwell whilst using the facility



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Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Chichester Community Development Trust 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 space.

SC2: You undertake to comply with the actions identified in the venues risk assessment, of which you have been provided with a copy.

SC3: The space will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. 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 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.

SC5: 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.

SC6: You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible, when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person uses each toilet.

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 others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

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SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths.

SC10: 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 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 washing up cloths as well as a dishwasher.

SC11: We will have the right to close the space if there are safety concerns relating to COVID-19, for example, if someone who has attended the space 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 space you should remove them to the designated safe area. 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 and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the CCDT on 01243 537526 or info@chichestercdt.org.uk.

Signed:

Hirer:

Dated:

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COVID-19 Risk Assessment for hirers of CCDT venues

This document can be used as a guide to help you produce your own COVID-19 risk assessment for use of our venues. It is intended as a supplement to your ordinary Risk Assessment.

| Area of Risk | Risk identified | Actions to take to mitigate risk | Notes |
|---|---|---|--|
| Cleanliness of hall and equipment, especially after other hires | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | Check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | Can we bring our own equipment? |
| Managing Social distancing and especially people attending who may be vulnerable | People do not maintain 2 m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. | Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. |
| Respiratory hygiene | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. | Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire. |
| Hand cleanliness | Transmission to other members of group and premises | Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. | |
| Someone falls ill with COVID-19 symptoms | Transmission to other members of group and premises | Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. | |