

## The Hive: Special Conditions of Hire during COVID-19

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Government Guidelines while entering and occupying the Hive, as shown on the posters displayed at the Hive entrance, in particular using the hand sanitiser supplied when entering the Hive and after using tissues (when sneezing, coughing etc).
2. You undertake to comply with the actions identified in the Hive's Risk Assessment, of which you have been provided with a copy. For block bookers a full Risk Assessment needs to be provided to DCDT prior to your regular activities starting. DCDT can provide a blank template RA if needed (please ask our Development Officer).
3. While we will endeavour to maintain a high level of cleanliness throughout the Hive, resource constraints mean we will not be doing a thorough clean between each hirer session. You will therefore be responsible for wiping down key touch points (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 during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), we will provide some cleaning products (which will be in a clearly accessible location) but we ask that you bring your own ordinary domestic products (wipes, disinfectant spray, cloths). You are also required to clean all touch points mentioned above, prior to leaving. Please ensure you allow enough time for this activity in your booking.
4. 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 14 days, and that if they develop symptoms within 14 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. You will ensure you keep records of those attending your sessions in order to facilitate this. You must inform DCDT if someone who has attended the Hive then goes on to develop symptoms of COVID-19.
5. 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.
6. If providing a sports, exercise or performing arts activity you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
7. Where possible you will ask those attending classes/sessions to bring their own equipment and not share it with others. In the event of those attending your sessions using your equipment, you will ensure that any equipment you provide is cleaned before use and **before** being stored in the Hive's storeroom.

8. You will ensure that the numbers attending your activity do not exceed that agreed with DCDT, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, 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. You will make sure that no more than 1 (adult) person attends the toilet at one time (only the accessible toilet will be available until further notice). A child may be accompanied by an adult if necessary.
9. 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. Face coverings should be worn throughout the building until the destination room is reached.
10. 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: wearing a face covering, 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.
11. 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 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)
12. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, please take all rubbish away with you when you leave the Hive.
13. You will encourage users to bring their own drinks and food. We are not currently allowing the kitchen to be used by hirers.
14. DCDT will have the right to close the Hive if there are safety concerns relating to COVID-19, for example, if someone who has attended the Hive develops symptoms and thorough cleansing is required or if it is reported that the Hiring Conditions outlined in this document 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.

15. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hive you should remove them to the designated safe area which is the cleaners room adjacent to the Kitchen. 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 DCDT's Development Officer, Rebecca McFarlane, on 07563 405939.
16. For events with more than 30 people (when permitted) 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 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.
17. 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.