



NORTH AYRSHIRE COUNCIL COMMUNITY FACILITIES

Covid-19 Supplementary Terms and Conditions of Let

COVID-19 SUPPLEMENTARY TERMS AND CONDITIONS OF LET

SYMPTOMS

As let holder I accept:

- to do what I can as far as is reasonably practicable to raise awareness with attendees that anyone presenting with any Covid-19 symptoms does not enter the premises.
- to do what I can as far as is reasonably practicable to ensure that any attendee who becomes unwell with Covid-19 symptoms is sent home and if required waits in a designated 'isolation room' until pick up.
- to do what I can as far as is reasonably practicable to promote awareness of the symptoms related to Covid-19 with attendees prior to the let.

FACE COVERINGS

As let holder I accept:

- to do what I can as far as is reasonably practicable to ensure face coverings are worn by everyone over the age of 5 in common spaces, waiting areas and let rooms unless exempt under Scottish Government Guidance.
- to note the sector guidance <https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/> which permits exemption and ensure that those who are not exempt comply with the use of a face covering.

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SAFE DISTANCING

As let holder I accept:

- that 1m distancing is recommended as a 'safe distance' by North Ayrshire Council.
- to ensure, as far as reasonably practicable, our let capacity numbers provide attendees with adequate safe distancing measures.
- to ensure, as far as reasonably practicable, all let members maintain at least 1 metre distancing with our North Ayrshire Council staff at sites.
- to ensure that, as far as reasonably practicable, our let will operate at a reasonable level and below capacity limits

ENTRANCE TO BUILDING

As let holder I accept:

- to, as far as reasonably practicable, ensure that I have considered and adapted times to staggered entry/exit to avoid bottlenecks or people congregating.
- I will, as far as reasonably practicable, ensure face coverings are worn on entry and exit of the building .

VULNERABLE PEOPLE

As let holder I accept:

- to consider /risk assess the safety of vulnerable members, those age 65+ or those who have been shielding returning to participate in the let

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INFECTION CONTROL

As let holder I accept:

- to use the provided supplies to spray and wipe tables/equipment or work surfaces before commencing activity.
- to co-operate with the Venue Assistant around cleaning and hygiene precautions.

USE OF EQUIPMENT

As let holder I accept:

- to take responsibility for cleaning our own equipment which is taken to site.
- that groups bringing equipment must set up and take down own equipment.
- to spray and wipe the Council's equipment before and after use (tables and chairs)

INDUSTRY SPECIFIC GUIDANCE

As let holder I accept:

- to adhere to the guidance issued from my affiliated governing body and have implemented any additional controls

VENTILATION AND FRESH AIR

As let holder I accept:

- I will, as far as reasonably practicable, ensure windows are kept open during the course of the let.
- I will, as far as reasonably practicable ensure no fans or heating controls are adjusted by attendees.

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INSURANCE

As let holder I accept:

- and understand that constituted and regulated, fitness, sport and commercial groups and activities require to have insurance cover in place.
- to ensure I have adequate Events Insurance to cover the scenario of my booking being cancelled at short notice.
- to check with the Association or the Council if in doubt around insurance cover.

RISK ASSESSMENT

As let holder I accept:

- to review and update our own activity risk assessment and provide this to North Ayrshire Council on request.

CANCELLATIONS

As let holder I accept:

- that North Ayrshire Council or the Association may require to cancel my let due to local restrictions out with the control of the local authority.
- that North Ayrshire Council or the Community Association will not be liable for any costs incurred or expenses as a result of my let being cancelled due to COVID, other than a let cost refund.
- that it is my responsibility to ensure adequate insurance is in place to cover the loss of any expenses or additional costs arising from a cancellation of let due to Covid-19.
- that my let will be asked to 'stand down' if the venue is required for Covid Vaccination or Testing purposes.

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HYGIENE

As let holder I accept:

- to, as far as reasonably practicable, ensure attendees use sanitiser provided at the entrance and various stations throughout the building.
- to, as far as reasonably practicable ensure that 'catch it, kill it and bin it' is promoted and exercised utilising waste bins provided.

TEST AND PROTECT

As let holder I accept:

- to do what I can as far as reasonably practicable to retain attendee records for my let for 21 days and then destroy records in line with the Data Protection Act.
- to do what I can as far as reasonably practicable to co-operate with Test and Protect in the interests of Public Health.

TEST AND PROTECT cont'd

- To do what I can as far as reasonably practicable to promote the NHS Test and Protect App with service users - protect.scot
- to do what I can as far as reasonably practicable to 'check -in' using the test and protect system and promote this for my group and attendees.
- I understand and agree to comply with the process on known confirmed cases.
- to, as far as reasonably practicable notify NHS public health 0800 028 2816 (if operating a childcare service).
- to, as far as reasonably practicable notify Community Facilities or the Association (if centre) immediately on 07825521363 for measures to be taken which may include building closure.
- to, as far as reasonably practicable seek further advice from our Governing Body (if applicable).

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COVID PASSPORTS

Covid Passports are required at all events where there is alcohol, dancing and music played beyond midnight.

To ensure compliance with the legislation of Covid passports Community Facilities and Community Associations require all alcohol to cease being served and/or sold after 12midnight.

Further information on COVID passports is found here:
<https://www.north-ayrshire.gov.uk/coronavirus/licensing-coronavirus-covid-19-updates.aspx>

As let holder I accept:

- the responsibility to ensure the licence holder is aware of the requirement to cease the sale and serving of alcohol at 12midnight for my event
- I have read and understand the guidance and will ensure the bar will stop selling/serving alcohol at 12midnight or earlier
- the implications on failure to comply with the legislation as set out in the guidance above.