

**COVID- 19 Supplementary conditions of hire / considerations for schools**

**Updates**

**02/12/20**: updated to reflect end of national restrictions and Hertfordshire entering tier 2.

**15/12/20**: updated to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16th December: Broxbourne, Hertsmere, Three Rivers, Watford

See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area>

**04/01/21**: updated to reflect all Hertfordshire entering tier 4 (from 20th December 2020) and revised national [guidance on return in January 2021](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

**18/01/21**: updated to reflect National lockdown in England during this time then Hirings and lettings within schools should be reviewed and suspended in line with national advice and restrictions, see template risk assessment for schools.

<https://thegrid.org.uk/covid-19/key-documents-for-schools>

**04/03/21:** updated to reflect COVID 19 response Spring 2021setting out the roadmap out of current lockdown

<https://www.gov.uk/government/publications/covid-19-response-spring-2021>

and reopening of businesses / venues in England <https://www.gov.uk/government/publications/reopening-businesses-and-venues-in-england>

The government has published the ‘[COVID-19 Response - Spring 2021](https://www.gov.uk/government/publications/covid-19-response-spring-2021)’ setting out the roadmap out of the current lockdown for England. This is a step-by-step plan to ease restrictions in England cautiously.

Dates for Steps 2, 3 and 4 of in the roadmap are all contingent on the data and subject to change.

**Step 1a From March 8th**

Hire is possible to groups covered by explicit exemptions such as support groups and supervised activities for children.

Out-of-school settings and wraparound childcare providers are able to offer indoor and outdoor provision to:

* vulnerable children and young people
* other children, where the provision is:
  + reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
  + being used by electively home educating parents as part of their arrangements for their child to receive a suitable full-time education
  + being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments.

**This includes indoor and outdoor sport as part of that provision.**

Maximum of 15 young people in a group plus staff / volunteers;

Multiple groups of 15 children, plus staff can use the same shared space if necessary, with distancing between the groups and adequate ventilation. Although, different groups sharing the same space should be avoided wherever possible.

**1b From March 29th at the earliest**

Outdoor sports facilities such as tennis and basketball courts, and open-air swimming pools allowed to reopen, formally organised adult **outdoor** **sports** can return. (Indoor facilities, such as changing rooms, should not be used at this time, although toilet facilities can be accessed).

For team sports then these should only run where the national governing bodies have developed guidance, for example sports on the list available at [grassroots sports guidance for safe provision](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) including team sport, contact combat sport and organised sport events.

**‘Rule of 6’ as it applies to school hires :**

From March 29th outdoor gatherings of either 6 people (the Rule of 6) or 2 households will also be allowed. As previously then in a COVID-19 secure venue or outdoor place, there can be more than 6 people in total present from multiple households but with **no** social interaction unless between the same household / support bubble.

Hirers should ensure there’s no mixing and that all expected COVID secure guidelines are adhered to.

**Step 2 From April 12th at the earliest**

Indoor leisure facilities such as gyms able to reopen (but only for use by people on their own or in household groups).

**Indoor pools** can open – including club sessions for under 18s in all aquatic sports and learn to swim lessons.

The government’s intention is for out-of-school settings and wraparound childcare providers to be able offer provision as normal, to all children, from the start of the school summer term. This will be no earlier than 12 April, and will be confirmed as part of step 2 of the [COVID-19 Response - Spring 2021](https://www.gov.uk/government/publications/covid-19-response-spring-2021).

**Step 3 From May 17th at the earliest**

Organised **indoor** adult sport, including club activities and group exercise classes can return.

**At all stages all school hires to take place in a COVID-19 secure manner.**

Where there is a significant likelihood of groups mixing and socialising (and where it will be difficult to prevent mingling and therefore breaking the law) these should not take place in a school facility.

**Review both the schools and hirers controls and ensure you are happy that risks are being mitigated.**

**Guidance for schools**

Schools considering undertaking hire/ lettings need to consider the following additional issues before doing so and ensure a user agreement is signed before hiring to say they accept responsibility to adhere to rules put in place.

This document outlines considerations solely to mitigate COVID-19 risk and should be adapted / adopted to suit the school, all other terms and conditions should be detailed in school’s existing hire agreements.

Obtain agreement from the hirer to comply with your expectations i.e. include these within your terms and conditions of hire and make it clear that failure to comply will result in a charge being levied and a termination of arrangements with non-compliant hirers.

**Cleaning**

You will need to agree and decide how this will be done with the hirer. The school will need assurance that the hired space(s) have had touch surfaces cleaned after the booking has finished and before re-occupation by the school.

Whilst cleaning materials could be provided for hirers to clean contact surfaces likely to be used as part of the booking. It would still be expected that schools would have a process in place (via their site staff or contracted cleaners) to ensure the area is cleaned after use.

**Maximum capacity and social distancing**

The school must clearly document maximum capacities in order to maintain 2M social distancing.

It should also identify any points of high risk in the building and mitigating actions to address these.

As a starting point capacity is based on the total ‘available’ space that is the room size minus any area taken up by furniture, fixed equipment, stage etc. and allowing **4 square Metres** per person – this figure would only be applicable for very ‘static’ events, for activities with considerable movement then the amount of space per person would need to be increased thus reducing overall capacity.

For sporting / leisure activities (dance etc.) then increased space is needed **9.3 square metres** (100 square foot) per person providing there is adequate ventilation.

For leisure facilities / hire, specific Government Guidance can be found via https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities

**Face coverings**

Face coverings should be worn indoors by all visitors / hirers, apart from while exercising.

**Areas occupied**

The use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs and are likely to be needed after swimming.

Be clear on what areas hiring groups can access and which toilets they should use.

Minimise flow around the site and the number of areas being used to reduce subsequent cleaning and potential contamination.

Consider if alternate access / exit routes are required.

Hirers must be clear they are responsible for ensuring their attendees do not attempt to access other areas of the site.

**COVID- 19 Supplementary conditions of hire**

**Full name of Organisation**:

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*The Hirer agrees to adhere to the following terms when returning to use the facilities at [insert name] school*

1. The hirer will be responsible for ensuring that those attending their activity or event comply with all relevant COVID-19 secure guidelines when entering school premises in particular use of face coverings, using hand sanitiser on entry and washing hands frequently.
2. The hirer will comply with all government and where relevant (e.g. sporting, exercise or performing arts activities) relevant governing body guidance and relay this information to all attendees.
3. The school’s risk assessment will be provided to hirers. Additionally hirers are required to complete their own risk assessment and to send this to the school prior to the booking being confirmed, and to comply with any further actions identified therein.

The school has set the following maximum capacities in order to comply with government guidance on social distancing:

***[insert details of hired spaces and maximum capacities]***

1. Hirerswill ensure that these maximum numbers are complied with and that 2M social distancing is maintained and that any agreed one-way arrangements are observed within the premises.

1. Hirers must ensure that everyone likely to attend the activity or event understands that they must not do so if they are experiencing COVID-19 symptoms or should be self-isolating. This includes those returning from a country for which government advice is that an isolation period of 10 days should be observed.
2. If attendees develop symptoms within 10 days of visiting the premises they must advise the hirer who must inform the school immediately. All visitors to site are to use the Test, Track and Trace system to alert others with whom they have been in contact.
3. In the event of someone becoming unwell with suspected Covid-19 symptoms during the hire they should leave the site immediately and the hire must cease. Ensure you have contact details for all attendees and then leave the school site observing the usual hand sanitising and social distancing precautions. Informing the school immediately on [insert contact number]
4. Hirers are required to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 21 days after the event and provide the record to NHS Track and trace if required.
5. Room layout and furniture / equipment required is to be agreed with the school in advance and positioned to facilitate social distancing of 2m between individual people or groups of up to two households. Additional furniture is not to be used by hirers.
6. Hiring groups will only be able to access the specific area that they have booked. Hirers are responsible for ensuring their attendees do not attempt to access other areas of the site.
7. No school equipment is to be used hirers without prior agreement. Participants should, wherever possible bring their own equipment which is not shared with anyone else.
8. Hirers will keep the premises as well ventilated as possible 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.
9. Hirers to be responsible for the disposal of any rubbish created during your hire [insert location / details]
10. 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.
11. Hirers to inform attendees to arrive in appropriate kit and travel home to change/shower. (school changing rooms will only be made available if required for participants with disabilities and after swimming).
12. In the event of an evacuation of the site the assembly point is [ insert details]. All hirers have been provided with a site induction and instructions on emergency procedures. Hirers are responsible for ensuring their participants are aware of the assembly point and maintain social distancing following an evacuation.

Depending on the nature of the event you may be required to take additional steps to control risks related to COVID, which will be discussed with you prior to the booking being confirmed.

**School responsibilities:**

1. The school will provide hirers with a site induction to ensure they are clear on all emergency procedures and the COVID-19 controls expected by the school.
2. The school will ensure that the time of hire avoids unnecessary mixing with members of the school community and other hirers and that access is arranged to minimise such contact.

*[Detail any specific access routes, 1 way systems, entry / exit requirements]*

1. The school will consider if any additional signage is required for hired spaces to remind users on social distancing, hand washing etc.
2. The school will ensure that the hired space(s) have had touch surfaces cleaned prior to the booking and that adequate supplies of soap/water, paper towels and hand sanitiser are provided. (Hand sanitiser to be provided at each entrance point used by hirer). Detail if cleaning materials (wipes / spray) are being provided by the school for hirers to wipe down contact points between groups.
3. After the hire has taken place the school are to ensure that all such surfaces (door handles, light switches, window catches, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire) are cleaned **before** use by any other hirer or the school.
4. School equipment should ideally not be used by hirers, if it is then it must be thoroughly cleaned after use - or left in ‘quarantine’ for 72 hours before being used by the school / other users.
5. The school will retain a record of the lead booker for track and trace. (Hirers are required to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 21 days after the event and provide the record to NHS Track and trace if required.)

**Signed (organiser):**

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**Name:**...............................................................

**Address:**

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**Contact tel no**: ..................................................

**Email:** …..………………………………………………………………………………

**Date:** …………………………………………………………

**Relevant links**

HCC template Risk assessment, FAQ’s etc <https://thegrid.org.uk/covid-19/key-documents-for-schools>

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Schools coronavirus (COVID-19) operational guidance from March 8th

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Restricting attendance during national lockdown

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Providers of Grassroots sport, gym and leisure facilities

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Sport England <https://www.sportengland.org/how-we-can-help/coronavirus>

Local restriction tiers what you need to know <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Meeting others safely <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>