

15 October 2020

Additional conditions of use of Base 2000 during Covid-19 pandemic

- Hirers/Leaders are responsible to compile a list/register of all hall users present at each meeting and their contact information, for NHS track & trace purposes. Remembering to comply with GDPR guidelines.
- Emergency First Aid kit to be provided by each hirer/group leader. Use of onsite first aid kit restricted to **absolute emergencies only**. Any use of onsite first aid kit to be immediately reported to Hall management so sanitisation or replacement can be arranged.
- **It is your responsibility** to provide and to ensure that you have enough sanitising fluid, wipes, gel etc for all your groups use.
- **It is your responsibility** to provide any cups, plates, cutlery etc that you will need for your group. Ensure these are removed or locked away after your meeting. **Any items left behind will be disposed of.**
- Minimise your groups movement around the building, if you or your members don't need to go somewhere, don't go there!
- All equipment used, tables, chairs, hover etc, to be wiped down, sanitised and replaced to their appropriate storage place after use.
- All kitchen touch points, taps, oven etc and all work surfaces to be cleaned and sanitised.
- All toilet touch points, toilet handles, soap dispensers, taps etc to be cleaned and sanitised.
- Lino floors in kitchen and toilets to be mopped.
- Carpeted areas in all areas that have been used, hall and foyer etc to be hovered.
- Ensure all bins are emptied and rubbish removed from premises.
- Any coats, jackets and any other items left in the premises to be removed from premises by hirer/leader. **Any items left behind will be disposed of.**
- All door handles, light switches, and all other touch points to be sanitised on exiting the premises.
- The hall cleaning check sheet to be signed off by the hirer/section leader to confirm all cleaning tasks have been completed before and at the end of use of the premises.
- Any reported cases of Covid-19 within your group must be **immediately reported** to a member of Basingstoke Air Scouts Group Executive Committee as soon as practically possible so arrangements can be made to deep clean the premises.
- Hall bookings may be cancelled at very short notice if a case of Covid-19 is reported and the premises has to be closed for deep cleaning.

Group Scout Leader:	Colin Karlake.	14 Gilbert Close, Basingstoke. RG24 9PA	07796 772500
Assistant Group Scout Leader	Douglas Gowan	7 Ribble Way, Basingstoke, RG21 4DL	07733 325498
Group Chairman:	Richard Townsend.	33 Englefield Way, Basingstoke. RG24 9SF	01256 358175
Group Secretary:	Currently vacant		
Group Treasurer:	Shirley Townsend.	33 Englefield Way, Basingstoke. RG24 9SF	01256 358175