



THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

Covid Safe Addendum to the Terms and Conditions of Use

In addition to the existing Health and Safety section of the Terms and Conditions, Third Party Users are required to sign this Covid Safe Addendum to confirm your agreement to support The Foundation and the School with the steps necessary to comply with the Covid Safe operating procedures.

- We're following the Covid-19 government safety advice for all participants, spectators and staff to achieve the highest standards. We assess the guidelines regularly.
- We agree to follow new operating procedures, cleaning schedules and one-way systems to help manage social distancing.
- Some staff may be wearing personal protective equipment so they can work safely.
- The Third Party Organiser (main contact or designated activity lead) must brief all activity attendees of the Health and Safety requirements and these additional Covid Safe operating procedures, which may be varied from time to time.
- The Third Party Organiser is required to record and maintain a fire safety and track and trace register of every participant and spectator and comprise of a full name and contact telephone number. (*see GDPR note below*)
- Only one spectator is able to accompany child participants who are under 12 years.
- Spectators are not to gather in large groups at any time and must maintain social distancing based on the current Government guidelines.
- Every Organiser, participant and attendee must use the sanitising dispensers provided before entering the school or commencing any lettings activity.
- Everyone must use the sanitising dispensers or hand washing facilities provided before and after using any of the toilet facilities.
- The number of simultaneous participants of a lettings activity will be based on a risk assessment and be subject to the limitations of the facilities being used in the school.
- Each letting activity's organisers and attendees will form an 'activity bubble'.
- Adherence to the Terms and Conditions and the Covid Safe addendum are required at all times.
- The Site, Lettings Supervisor and Lettings Assistant staff will have the final word on the interpretation of the Terms and Conditions and Covid Safe addendum. Anyone failing to follow these requirements may result in the school staff removing the participants from the activity. We will need to operate a '1 strike and you're out' approach.
- The maximum number of people allowed in the bathroom facilities is 2 people.

Name: Ian Milroy

Date: 14/8/2020

Activity/Organiser: Old Cooperians RFC

GDPR/Data Protection Act 2018: Covid track and trace data collected by the Third Party Organiser will be passed to the school at the end of each booking. The school aims to ensure that all personal data collected is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the DPA 2018. For further information please review the relevant policies published on our [school website](http://www.cooperscoborn.org.uk).