



Clarborough & Welham IT Group

www.clarborough-welham.org.uk

clarboroughwelham@gmail.com

Class members agreement (draft 3)

When joining classes individuals will have completed an **Enrolment Form** which points to a number of IT Group Policy Documents that can be found within the IT Group's sub-section of Clarborough & Welham community website's Local Groups section.

Clarborough & Welham Community website is: www.clarborough-welham.org.uk

We at Clarborough & Welham IT Group take every effort to ensure that our systems are free from security issues. This includes regular virus and malware checking of our laptops and ancillary devices such as flash drives. However, it is important that class members who bring their own laptops or external media such as flash drives ensure that these devices have been checked in a similar way before connecting them to any devices within our classes. It is also vital that such equipment is checked again before being used back at home.

Similarly, it is users' responsibility to ensure that all devices, such as their laptops, that are brought to classes are regularly checked for electrical safety. All of Clarborough & Welham IT Group's electrical equipment, and also all other portable appliances within Clarborough Village Hall, are subject to regular Portable Appliance Testing (PAT); the current PAT certificate is displayed on the noticeboard just inside the hall's main entrance.

Clarborough & Welham IT Group carries both Public Liability and also Employee Liability Insurance cover; again, certificates for current insurance cover are displayed on the noticeboard inside the hall's main entrance.

Advice given by Clarborough & Welham IT Group tutors is always given in good faith; however, no liability can be accepted for unexpected consequences of such advice. All of the software products that we recommend have been used within our Group and also by tutors for a number of years with no adverse consequences.

Covid-related agreements

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 10 days of visiting these premises alert NHS Test and Trace. Alert the organiser of the activity you attended. You must seek a COVID-19 antigen test.
3. Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. Face coverings **MUST** be worn when moving about but can be removed when sitting unless an exemption applies to a person (eg for health reasons or a person has a reasonable excuse not to wear a face covering). This is a legal requirement.
7. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We to clean all surfaces at the hall between each hire.
9. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. Use sanitary wipes to wipe all IT equipment surfaces before and after use.