

## South Wonston Parish Council - Checklist

*The health and well-being of our employees, volunteers, hirers, customers of hirers, contractors, and any others who may be present in the building, is our priority. The Parish Council have undertaken a risk assessment and agreed to take the steps below with the aim of trying to ensure everyone remains as safe as possible during the current pandemic. Because we are not necessarily present before, during or after your booking we need **you** to play your part in reducing the risk of Covid-19 infection being spread in our community and potentially wider.*

<b>South Wonston Parish Council (what we will do)</b>	
<b>1.</b> Provide alcohol-based hand gel sanitiser at the entrance and exit of the building.	
<b>2.</b> Provide soap pump dispensers in toilets, display signs on the recommended hand washing method and ensure that there are paper towels	
<b>3.</b> Lock kitchen and mark as CLOSED and not to be used.	
Provide bins and paper towels in the toilet and main hall for the disposal of face masks, cloths and	
<b>4.</b> Paper towels.	
<b>5.</b> Cleaning box (to be held in the main hall) containing – J Cloth, disinfectant, disposable rubber gloves, paper towels and small bin bags. A record of who and when cleaned with be held with this.	
<b>6.</b> Regularly deep clean the building, plus extra cleaning should someone contract COVID-19	
<b>7.</b> Display signs on walls throughout the building to remind everybody about social distancing requirements.	
<b>8.</b> Issue new Terms & Conditions Addendum to all regular hirers.	
<b>9.</b> Offer free of charge additional time if available to cover reduced number classes.	
<b>10.</b> Suspend online private party bookings until Government guidelines and limitations change on number meeting.	
<b>11.</b> Continue to waive booking fees for cancelled bookings received in writing (email) up to and including the day of the booking.	
<b>12.</b> Allow hirers 15 minutes if needed (free of charge) in addition to the booked time, in order to undertake the additional cleansing activities required.	
<b>13.</b> In addition to our normal cleaning activities carry out a daily disinfectant clean of all door handles, light switches, window shelves and corridor shelf, toilet tap and toilet handles. <b><i>(This will be done before the first booking of the day, after breakfast club, and again after any mid-morning hire. After this it will become the responsibility of the hirer.)</i></b>	
<b>14.</b> Notify hirers immediately if their booking must be cancelled at short notice due to notification of the prior presence in the building of persons with either suspected or confirmed Covid-19 or a contact now required to self-isolate. <i>Use of the hall will be prevented until a deep clean can be carried out.</i>	
<b>15.</b> Clerk to check the government website weekly and review arrangements as and when government guidelines change, or at not more than 3 monthly intervals. We will notify hirers of any changes made and a copy of an updated version of this document will be available to download from our website <b>www.southwonston-pc.gov.uk</b>	

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<b>Hirers (what you must do)</b> <i>These requirements form part of our amended Terms and Conditions of Hire</i>	
<b>1.</b> Provide a copy of your <b>Risk Assessment</b> (see pages 5-6) at least 10 days before your first booking is due to take place	
<b>2.</b> Ensure a list of all attendees is retained by the hirer for 21days after the class for Track and Trace purposes.	
<b>3.</b> A cleaning box will be provided by the Council for cleaning any equipment used including: table surfaces / edges, chair backs, trolleys, door handles, switches, toilet and toilet tap. Allocated chairs and tables will be set to one side of the store cupboard.	
<b>4.</b> Ensure everyone entering the building is wearing a face covering unless a child under 11 or a person who has a physical, mental illness, impairment or disability. If undertaking an exercise class you may remove it when entering the main hall for the duration of the class.	
<b>5.</b> Ensure that the wooden flooring is wiped down after every hire that uses mats or protective coverings laid down on the floor.	
<b>6.</b> Ensure paper towels, face masks and paper towels are deposited in the bins provided and place in the bin in the car park when leaving.	
<b>7.</b> Not to wedge open any identified 'fire doors' as this may invalidate our fire insurance cover in the event of a claim ( <i>but either of the front entrance doors may be kept open if desired or the exit door</i> ).	
<b>8.</b> Ensure that any items brought in to the building are removed at the end of the hire period and you dispose of any rubbish in the bins outside.	
<b>9.</b> Have measures to control numbers entering the room to maintain recommended social distancing requirements. Room capacity at a low risk level is <b>10</b> including the teacher.	
<b>10.</b> Control movement of customers inside the building to maintain social distancing by having one-way direction routes. See below for suggested routes depending on numbers present: - <b>Prior to the class attendees should wait in the car park before walking through to the Main Hall</b> entrance via main door, <b>exit</b> via the double doors in the hall. Once all attendees have arrived the main door needs to be locked to ensure no one else enters the building eg to use the toilet.	
<b>11.</b> Agree to vacate the premises, as soon as possible, if required to do so because we have been notified that a person with suspected or confirmed Covid19 (or who has been in contact with that person and who is now in isolation) has recently been present in the building. <i>You will be informed when you can return after we have undertaken a deep clean of the premises.</i>	
<b>12.</b> Cancel your booking (at no cost to you) if you, or any of your helpers, have displayed any Covid-19 symptoms in the 14 days prior to the start of your booking.	

**Risk Group by Type of Activity**

(subject to maximum numbers – see below)

Activity	Risk Group
Private Hire under 10 people	Low *
Small Group Lesson	Low *
Small Group Meeting / Seminar	Low *
Yoga / Pilates / Weight Class	Low *
Private Hire of 10 – 30 people	Medium
Baby / Toddler Groups	Medium
Medium Group meeting	Medium
Medium Sized Group Meeting	Medium
Parish Council Meeting (with public)	Medium
Retail Sale	Medium
Private Hire of +30 people	High
Large Seminar / Group meeting	High

\* if expecting to exceed numbers in column 5 for rooms used treat as a **Medium Risk** category

**Person Capacity by Room - considering 2 metre social distancing**

(1) Room	(2) Floor Area (m <sup>2</sup> )	(3) High Risk “Normal” Capacity No.	(4) Medium Risk 2 Metre Social Distancing Maximum Capacity	(5) Low Risk Room Capacity
Main Hall	70	75	17	10
		2m social distancing <b>impossible</b>	2m social distancing <b>possible</b> with some precautions	2m social distancing <b>possible</b> with few precautions

NB the figures above are based on the capacity of an **empty** room. Floor space occupied by tables and mats will further restrict the safe level of numbers permitted at any one time so a **proportionate reduction in these numbers will need to be made** to enable 2 metre social distancing to be achieved in any remaining available floor space

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### Hirer's Risk Assessment Statement

Please complete and send the form below by email to [southwonston-pc.gov.uk](mailto:southwonston-pc.gov.uk) at least 10 days prior to commencing your first booking day. Subject to any further discussion with you about your plans we will notify you by email within 7 days of receiving your statement to confirm that we are satisfied you have taken the necessary steps to ensure the safety of all those using Stockbridge Town Hall.

The extent of risk reduction measures required will depend on the type of use and the number of people expected to be present. The risk level for different types of use, and the limitations on numbers safely allowed in each room, are listed in the Appendix on page 3

<b>Name</b>	
<b>Organisation</b>	
<b>Your Assessed Risk Group</b> (see appendix)	Low / Medium / High

<b>(1)</b> Item	<b>(2)</b> <b>Your Proposed Risk Assessment</b> <i>Complete this column if your hire use is the risk category indicated in column 3 (otherwise leave blank)</i>	<b>(3)</b> Applicable for activities in the Risk Groups shown below [See P3 Appendix]
<b>A</b> How will you control numbers entering the room(s) used to maintain social distancing required?		Medium
<b>B</b> How will you control movement around the room?		Medium
<b>C</b> What cleaning measures will you need to undertake to try to ensure the safety of any hirer using the room(s) after your booking?		Low & Medium
<b>D</b> Will you need to change your customers' route into and out of the premises (if Yes please explain)		Medium

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(1) Item	(2) <b>Your Proposed Risk Assessment</b> <i>Complete this column if your hire use is the risk category indicated in column 3 (otherwise leave blank)</i>	(3) Applicable for activities in the Risk Groups shown below <i>[See P3 Appendix]</i>
<b>E</b> Are there any other measures you intend to take e.g. face masks, cleaning of equip etc? <i>(NB not provided by SWPC)</i>		High
<b>F</b> How will you collate and retain the data from your clients regards track and trace		High
<b>G</b> What is your requirement of SWPC equipment eg chairs and tables		Low
<b>H</b> Do you agree to accept the hirer's obligations and to follow the methods you have outlined above?	Yes / No	All

*\* The obligations listed on Page 2, together with your accepted risk assessment form an addendum to the **Terms and Conditions of Hire** between us. By accepting these terms, you agree to abide by them. Failure to comply may mean that any future bookings may be cancelled. Existing and new bookings must not proceed without prior acceptance.*