

**NEW POLICIES AND PROCEDURES**

**The Re-Opening of the Pavilion:**

**Groups will not be allowed to enter the building before their class or activity starts. This will prevent the corridor being a pinch point. A one way system will be in operation and hires are expected to exit the building from the main hall**

**Face coverings are to be worn on entering into the building unless you are a child under the age of 11 or a person who has a physical or mental illness, impairment or disability. If you are undertaking an exercise class you may remove it when entering the main hall for the duration of the class.**

**All hirers must collate a list of names and phone numbers to be retained for 21 days as part of Track and Trace.**

**Hand gel dispensers will be placed in the entrance corridor and at the fire exit door; we will adopt a one-way system through the Pavilion and markers will be placed accordingly.**

**The kitchen will be closed and groups asked to bring their own refreshments and disposable cups and plates. The disposable items will be placed by the groups in a refuse bag and deposited in the green wheelie bins in the car park upon departure from the Pavilion.**

**The Disabled Toilet will be open; the Ladies and Gents Toilets will be closed.**

**The Outside Toilet will remain open.**

**The use of tables will be minimised where possible. A limited number will be available to groups, ring fenced and the rest taped up on one side of the store. These need to be cleaned at the end of the hire.**

**The store cupboards will remain unlocked.**

**The size of the group must take into account the numbers of instructors or helpers. Time may be increased to hold an extra class at no extra charge.**

**The limit for those utilising the Parish Room will be 10 in number at any given time.**

**Cleaning to be done by hirers is listed in the cleaning box and should be done in line with good hygiene.**

**Bins in the hall and toilet should be emptied by the hirer on leaving and put in the bins in the car park**

**A range of advisory posters will be displayed in the Pavilion and at the car park.**

**The Pavilion Committee will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if:**

- **Someone who has attended the hall develops symptoms and it is reported that the special hiring conditions are not being complied with, whether by the council or the hirer;**
- **In the event that public buildings are asked or required to close again: if this is necessary we will do our best to inform you promptly and you will not be charged for this hire**

**The South Wonston Parish Council has approved the attached **Risk Assessment Document**. Please take careful consideration of all the points covered in this document.**

**Please find attached a confirmation letter stating that you will adhere to our conditions and send us your risk assessment which will need to be signed off by the Parish Council.**