



PARISH OF PENARTH AND LLANDOUGH
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St Augustine's Parish Hall
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Guidance to Group Leaders for safe use of the Hall – August 2021

1. **New Risk assessments** - All group leaders must carry out a new risk assessment for their own group, following the move to Alert Level 0, and submit a copy to the Parish Office.
2. **Insurance** - All groups must have their own insurance cover for hire in case of a coronavirus outbreak (this will usually be covered by Public Liability Insurance – check your policy for any exclusions).
3. **Timing of groups** - Access to the hall will only be at the specific time of hire. Group leaders should time classes so there is no or minimal overlap between groups.
4. **Social distancing** – continue where possible.
 - This will depend on the activity being organised but leaders should consider whether it is absolutely necessary for people to be close together for the activity.
 - Ask people to be seated if possible (can be in small groups) and not mingle.
5. **Face Coverings** –as this is a public space, masks must continue to be worn inside the building except when:
 - Eating or drinking
 - Exercising vigorouslyThis does not apply to those who have an exemption or children under 11 years.
6. **Limits on numbers**
 - No more than 30 adults or children for an activity group.
 - This is a maximum and leaders should consider having a lower number of participants depending on their activity.
 - Seated groups and meetings may have more if strictly necessary – up to 50, but with no mingling
7. **Hand Sanitising** – Users should be advised to sanitise hands when entering and leaving the Hall. **Regular hand washing** should be encouraged, especially before and after eating or preparing food, and after using the toilet.
8. **Music & singing**
 - Music **MUST** be at a low level so there is no need to shout (risk of spreading droplets).
 - Everyone should continue to wear face coverings, even when singing, except children under 11 or those who are exempt.
 - For vigorous exercise groups and singing groups, strict social distancing must still be maintained and the hall should have as much ventilation as possible to reduce the risk.

9. Ventilation

- Windows should be open when groups or parties are present
- Main doors (but not fire exit) to be open if possible and appropriate without encouraging unwanted visitors.

10. Use of emergency exit – only for groups where classes overlap

- For daytime weekday classes, it will be permitted to use the fire doors as an exit if there are group overlaps.
- Doors should be shut during classes to reduce noise nuisance for neighbouring houses.

11. Cleaning of surfaces – group leaders (and designated volunteers if applicable) will be responsible for cleaning surfaces before the session and those touched during the session. This includes (but is not limited to):

Door handles, window catches, tables, chairs, light/plug switches (using a cloth, not spray having regard to electrical safety), toilets, taps & sinks.

12. The hall will be cleaned on a regular basis. Please report any problems to the Parish Office as soon as possible.

13. Seating

- If using chairs, we advise they should be 1m apart (except for family groups) and allocated to individuals.
- Group members should only use the chair they have been given.
- Chairs should be wiped down after use.

14. Kitchen facilities

- No more than 2 people at a time to be in the kitchen
- Group leaders to restrict access to the kitchen to nominated individuals.
- Group leaders should encourage participants to bring their own drinks or snacks.
- If serving food/drink at the hatch, allow only one person at a time to come up and encourage people to maintain social distancing.
- If serving food buffet style, ensure only a few people go up at a time.
- People should stay seated in small groups whilst eating or drinking.
- Organiser should wear gloves to collect up plates/cups/rubbish.
- Kitchen surfaces to be thoroughly cleaned by users afterwards.
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15. Toilets

- One person at a time to use the toilet facilities
- Children and women should only use the disabled toilet downstairs. Men may use the upstairs toilets.
- Adult group members should be encouraged to wipe down all surfaces touched. There will be cleaning materials available. (No wipes to be flushed down toilets – all should be placed in bin)
- People should not queue in the corridor.

16. Changing/Waiting

- Group members must come already changed into appropriate clothing. The toilets or corridors should not be used as changing rooms.
- People should not queue in the corridor when waiting to come in.

17. People dropping off or collecting group members should remain outside the building or in a vehicle until participants come out.
18. **Track and trace - Users' details** – all group leaders must keep a register of who has attended each session. They should also keep a note of names and contact details for 21 days. (Information must be kept in accordance with the data protection rules). This information should not be passed on except as in 19 below.
19. **Notification of infection** – group leaders should request that if anyone in the group later tests positive Covid-19, they must inform the group leader. The group leader should inform the Parish Office as soon as possible.