



PARISH OF PENARTH AND LLANDOUGH
Registered Charity: 1130979

St Augustine's Parish Hall

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Guidance to Meeting/Event organisers for safe use of the Hall – August 2021

1. **Risk assessments** - All organisers must carry out a risk assessment for their meeting/event, 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. **Attendance** – Organisers should remind people not to attend if they are symptomatic, have tested positive for Covid-19 or have been identified by Test & Trace as a close contact.
4. **Social distancing** – continue where possible.
 - This will depend on the type of meeting/event 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**
 - Meetings/events should be limited to 30 adults (plus up to 30 children under 12).
 - At the Parish Administrator's discretion, seated meetings may have up to 50 adults without children, but no mingling (eg for refreshments). Permission must be granted before booking.
 - Organisers should consider how many participants is safe and whether an online meeting would be possible instead.
7. **Track and trace - Users' details** – all organisers must keep a register of who has attended each meeting/event. They should 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 8 below.
8. **Notification of infection** – organisers should request that if any attendee tests positive Covid-19 within 10 days, they must inform the organiser. The organiser should inform the Parish Office as soon as possible.
9. **Cancellation** – if an event or meeting has to be cancelled by the hirer at last minute because of Coronavirus, there will be no financial penalty - a refund may be applied for in writing. If the Hall has to cancel or shut because of Coronavirus, we will not accept liability for costs incurred by a hirer whose event is cancelled.
10. **Timing** - Access to the Hall will only be at the specific time of hire. Make sure attendees do not arrive early, in case another group is already at the Hall.

11. **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.
12. **Ventilation**
 - Windows should be open when groups of people are present.
 - Main doors (but not fire exit) to be open if possible and appropriate without encouraging unwanted visitors.
13. **Use of emergency exit**
 - **Do not open the emergency exit doors unless there is an emergency.**
14. **Music & singing**
 - Music **MUST** be kept to 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.
 - When singing, strict social distancing must still be maintained and the hall should have as much ventilation as possible to reduce the risk.
15. **Cleaning of surfaces** – organisers (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 (having regard to electrical safety), toilets, taps & sinks.
16. The hall will be cleaned on a regular basis but not necessarily after each group. Please report any problems to the Parish Office as soon as possible.
17. **Kitchen facilities** – hirers may now use these
 - No more than 2 people at a time to be in the kitchen
 - Organisers to restrict access to the kitchen to nominated individuals.
 - Organisers 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.
18. **Seating**
 - If using chairs, we advise they should be 1m apart (except for family groups) and allocated to individuals. Attendees should only use the chair they have been given.
 - Chairs should be wiped down after use.
19. **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 attendees 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.
20. **Changing/Waiting**
 - The toilets or corridors should not be used as changing rooms.
 - People should not queue in the corridor when waiting to come in.
21. People dropping off or collecting attendees should remain outside the building or in a vehicle until participants come out.