



PARISH OF PENARTH AND LLANDOUGH
Registered Charity: 1130979

St Augustine's Parish Hall

Albert Road

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Guidance to party organisers for safe use of the Hall – August 2021

1. **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.
2. **Social distancing** – continue where possible.
 - Ask people to be seated if possible (can be in small groups) and not mingle.
3. **Face Coverings**
 - As this is a public space, masks must continue to be worn inside the building except eating or drinking

This does not apply to those who have an exemption or children under 11 years.
4. **Limits on numbers**
 - Parties for children under 12yrs – 30 children maximum, with organisers to encourage only 1 parent per child to attend.
 - Adult/family parties – 30 adults maximum plus up to 30 children under 12.
 - No parties for 12+ or teenagers (social distancing and mask wearing would be impossible to enforce).
 - Organisers should consider how many participants would be safe in the space available in order to minimise the risk of spreading the virus.
5. **Track and trace - Users' details** – all organisers must keep a list attendees with names and contact details. The list should be submitted to the Parish Office either before the party or within 48 hours of the end of the party. The Parish Office will keep this list securely for 21 days and then deleted. It will only be used for Track and Trace purposes.
6. **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.
7. **Cancellation** – if a party 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.
8. **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.
9. **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.

10. 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.

11. Use of emergency exit

- **Do not open the emergency exit doors unless there is an emergency.**

12. 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.

13. Cleaning of surfaces – organisers (and designated helpers 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.

14. 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.

15. 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, ideally in family groups.
- 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.

16. 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 by the organisers.

17. Toilets

- One person at a time to use the toilet facilities. People should not queue in the corridor
- Children and women should use the downstairs or disabled toilet. 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)

18. Changing/Waiting

- The toilets or corridors should not be used as changing rooms. People should come already dressed appropriately.
- People should not queue in the corridor when waiting to come in.

19. People dropping off or collecting attendees should remain outside the building or in a vehicle until participants come out.