



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 – January 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** – adults from different households should maintain 2m distance.
 - Ask adults to be seated if possible (in groups of no more than 6) and not mingle.
3. **Face Coverings**
 - As this is a public space, masks must 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 11yrs – 30 people maximum, to include all adults and children.
 - Adult/family parties – 30 people maximum including adults and children.
 - No parties for 11+ 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 kept securely for 21 days and then deleted. It must only be used for Track and Trace purposes.
6. **Notification of infection** – organisers should request that if any attendee tests positive Covid-19 within 7 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 ensure people maintain 2m 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, people should be 2m apart (except for family groups) and chairs should be allocated to individuals. Attendees should only use the chair they have been given.
- Chairs should be wiped down after use by the organisers/helpers.

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.