

Covid-19 Secure Procedures for Hirers

These procedures have been prepared in line with the Wokingham Borough Council document "Premises Safety Assessment and Actions - Covid-19"

1. Entry to the building and one-way system.

1.1 Hirers should ask their guests to wait outside the entrance door to the facility and should use signage or markings on the floor to observe 2m social distancing. Your guests can gather in the 'No Public Access' area of the patio, beyond the one way queuing system for reception. The queue should not obstruct reception door, fire exit doors or be in place where it may obstruct vehicle or pedestrian movements.

1.2 The front door is to only be used to present for your booking. Only one person can enter reception at any given time. Anyone entering reception should use the automatic hand sanitiser dispenser upon entering. The person who has made the booking, should be the only person to present at reception.

1.3 Once you are registered a staff member will guide you from the outside waiting area, through the double wooden five bar gate, around to the back of the building where the group can enter the activity hall via the double white doors. These doors are to be kept pinned open for the duration of your hire.

1.4 Exit from the hall will be via the same access route, but note the one way system on the patio outside reception that needs to be adhered to (keep to the left). *Note, the hirer themselves, as the keyholder, will need to secure all doors and windows, carry out the 'periodic clean' as specified in section 3.4 below, set the alarm, and exit via the staff entrance.* They are the only people allowed to exit through this way.

2. Ventilation

2.1 Hirers should use the fire escape doors within the Activity Hall as required to ventilate the hall during use. These should be firmly closed to secure the hall after use. No one is permitted to enter through the fire escape doors, and children should be supervised to prevent them wandering out. Safeguarding of children inside the premises is the hirer's responsibility.

2.2 The hirer can use the air conditioning unit where essential. This is the only source of heat in winter so we understand that this will need to be used on cold days. Dinton Activity Centre have a service plan with Crystal Air for the regular maintenance of the air conditioning units which includes the changing and cleaning of filters. The air conditioning unit in the activity hall is a standalone unit, so is not connected to any other areas of the building and is thus not cycling air from anywhere else other than that room and outside.

3. Hygiene and Cleaning

3.1. Hirers should remind their guests of the 'Stay at Home' National Guidance if they have any of the symptoms for Coronavirus (Covid-19) as listed by the NHS. Do not allow admission to anyone who is unwell or displaying symptoms.

3.2. Hirers should direct their guests to use the automatic hand sanitiser dispenser outside the doors on entry to the building. Additional hand sanitiser points are found *outside the toilet blocks and inside the changing rooms.*

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3.3. Hirers should remind their guests of the 'Catch it, Bin it, Kill it' respiratory hygiene measures advised by the NHS.

3.4. The HSE have specified 2 components in adequate cleaning regimes to reduce the risk from Covid-19;

deep cleaning – which will be carried out once per day by Minster Cleaning, contracted by Dinton Activity Centre, and

periodic cleaning – which we are asking our hirers to do before and after every hire session. Hirers should provide their own cleaning materials, either antibacterial surface wipes or a surface cleaner spray and disposable cloth. The spray/wipes can be household products e.g. Dettol and should state that they kill 99.9% of bacteria & viruses. Hirers will need to sanitise any high-touch surfaces that have been used during their hire, this will include (but is not limited to) door handles, fire bars, alarm keypad, light switches, window openers, taps and toilet flush, broom handles.

3.5. Hirers will be responsible for sanitising any folding tables & chairs used, before and after use, using antibacterial cleaning products as described in section 3.4.

3.6. Hirers should bring their own bin liners and take their rubbish home at the end of the hall hire. The hirer can dispose of up to two bin liners in our outside Biffa bins, any surplus must be removed from site by the hirer.

3.7. Hirers will be responsible for ensuring the number of guests does not exceed the social distancing room capacity limit of 20. If upon arrival for your hall booking, its noted that the overall group size exceeds 20, access will be prohibited and no refunds given.

3.8. Hirers will be responsible for ensuring social distancing is maintained within the hall.

3.9. The toilets are shared access with others that might be on site. Everyone entering and existing the toilets should use the wall mounted hand sanitiser units outside the toilet blocks. Hirers should establish a clear procedure with their guests for the use of the toilets during their sessions, to ensure they are kept clean and social distancing is achieved as much as possible.

3.10. Hirers should advise their guests to bring their own water bottle/refreshments as the vending machines and water fountain are out of action.

3.11. Hirers should bring their own first aid provisions with them.

4. Other Guidance

4.1. Hirers should update their Risk Assessments and Procedures to ensure that their sessions can run in a Covid-19 secure manner. These should be shared with Tanya Lee of Dinton Activity Centre. Consideration should be given to how First Aid will be provided to members and whether PPE is required (hirers should provide their own PPE and First Aid supplies).

4.2. Hirers should inform Dinton Activity Centre immediately if someone is tested positive for Covid-19 who has been on the premises (dintonactivitycentre@wokingham.gov.uk 0118 9344 424)

4.3. Hirers should maintain their own records of who has attended their sessions so that they can cooperate with NHS Test and Trace if required.

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4.4. In an emergency, for example, an accident or fire, people do not have to stay 2m apart when exiting the building if it would be unsafe. The Muster Point remains the same – a post beyond the five bar gate (next to the climbing tower) at the end of the back garden of the Activity Hall . There is plentiful space for social distancing at the muster point.

4.5. Hirers should only use the areas/rooms in the venue that are specified in their Hire Agreements.

4.6. Hirers should communicate with Dinton Activity Centre regularly so we can monitor how arrangements are working.