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## **Covid-19 Risk Assessment / Guidelines for hiring the Little Stoke Community**

### **Hall, Grass Pitches and 3G**

**Updated 19<sup>th</sup> July 2021**

#### **HALL HIRE**

All main hirers are responsible to ensure the following guidelines are adhered to whilst running their meetings.

#### **Indoor Hall Hire – Re-open from 19 July 2021**

- Maximum room capacity (Parish Council T&C's) to return when hiring the main hall, meeting room or Cafe.
  - Main Hall 120
  - Half Hall 60
  - Café 50
  - Meeting Room 40
- Where possible all attendees to stay 1+ meters apart (as per government guidance)
- Where possible we are trying to encourage a one-way traffic system. For large parties please direct visitors to enter the venue by the main front door and exit via the hall fire doors.
- All users are encouraged to apply hand sanitiser every time they enter and exit the main doors and again when re-entering their assigned rooms i.e., after visit to kitchen or bathroom. Hand sanitiser will be provided in each room by the Parish Council.
- On entry to the venue the host should wipe down (with antibacterial wipes) each table, and again on departure when their party/group has closed / left the assigned room.
- All users should be assigned their own pens and paper etc and not share with other attendees.

- Cup / glasses should not be shared or touched by other users – Dishwasher is available and left open for users to leave their cups.
- Changing rooms and shower facilities are available, to be managed and monitored by the team contact.
  - From the 19<sup>th</sup> July 2021 it is not essential for users to wear a face covering.
  - A copy of the full hall risk assessment can be obtained from the Office.

The guidelines above are subject to change at any time in line with central government advice. Please ensure you have the latest copy when running events at this facility.

**Name of Hirer** \_\_\_\_\_

**Name of Club / Organisation** \_\_\_\_\_