

Gresford Trust COVID-19 hiring conditions

Indoor use

Risk	Conditions of hire
Social distancing	<p>Review booking start and finish times if running more than one session to allow time between classes to avoid 'pinch points'.</p> <p>Limit numbers allowed in each room according to Trust COVID-19 room capacity numbers (this will vary according to activity i.e. seated/exercise). Hirers responsible for ensuring maximum capacity not exceeded through own booking system.</p> <p>People to sit/stand side by side and not face to face (maintaining 2m distancing guidelines).</p> <p>No spectators/parents allowed during session indoors unless overall numbers allow for this (to be managed by hirer).</p> <p>Ask users to arrive on time and not stand in corridors whilst waiting for session. If early, wait outside or in vehicle.</p> <p>Ensure users observe the 1-way system at all times. Different entrance and exits will be clearly marked.</p> <p>One person per table and each person keeps the same chair & table during whole session to avoid cross-contamination.</p>
Displaying Covid-19 symptoms	<p>No one is to enter the building if displaying COVID-19 symptoms or anyone in household is self-isolating according to current Welsh Government guidelines.</p> <p>If anyone is presenting with symptoms whilst in the building, they must avoid touching anything, leave immediately and the hirer should inform Facilities Manager/Trustee straight away.</p> <p>The group facilitator should ensure that no-one uses the chair/table that they were sat at and should also keep a note of those in the group who were in <i>closest</i> contact with the individual concerned.</p> <p>The group facilitator should contact the person concerned within 3-5 days to establish if a COVID-19 test has been taken and, if so, request the result of the test.</p>
Bringing virus into building or transferring virus unknowingly (to or from building)	<p>Sanitise and/or wash hands on arrival and at regular intervals.</p> <p>Do not bring large bags and coats (unless absolutely necessary) into the building.</p> <p>Sanitise hands before departure.</p> <p>Ventilate room whilst in use - keep doors/windows open to allow airflow.</p> <p>Advise users to change clothes and wash upon arrival at home.</p>

Use of toilets - risk of contamination.	<p>Minimise use of toilets as much as possible by requesting users go to toilet before leaving home.</p> <p>Only 1 household in at a time - this will need to be self-regulated.</p> <p>Knock before entering. Floor markings to show where to wait (if required). Children may be accompanied by member of own household.</p>
Use of toilets - risk of contamination.	<p>Internal door to be propped open to allow movement of air as much as possible.</p> <p>Hand washing signs inside toilets to remind people of hygiene requirements.</p> <p>Dry hands with towels only (no hand dryers).</p> <p>Users to wipe door handles, toilet handle, taps etc after use. Cleaning materials in toilets will be available.</p> <p>Additional cleaning between sessions by hirer (minimum hourly).</p>
Cleanliness of facilities/spreading COVID-19	<p>All hirers to wipe down tables and chairs before and after use. Use disposable cloths for cleaning.</p> <p>Hirers responsible for cleaning between sessions if more than one class/session held. Allow sufficient time between classes to do so.</p>
Cough and sneezes - risk of spreading COVID-19	<p>People advised to 'Catch it, Bin it, Kill' it - cough or sneeze into tissue (or sleeve if no tissue).</p>
Person using facilities tested positive for COVID-19 after using facilities	<p>Log all people attending in group sessions (including dates/times/contact numbers).</p> <p>Responsibility of hirer for their group/class. To be held for 21 days after use of room in case details needed for contact tracing.</p>
Use of kitchens - risk of contamination.	<p>No access to kitchens for preparation of food/drinks.</p> <p>All food and drink to be brought from home.</p> <p>Water bottles to be labelled.</p>
Changing rooms/Shower facilities	<p>Not available for use.</p>
Safety of building	<p>Extra checks by hirers to lock all entrances/exits, windows.</p>
Fire/emergency risk	<p>Safety should be prioritised. In event of an accident/fire, do not maintain 2m distance if it is not safe to do so.</p>

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All users (outdoor facilities)

Risk	Condition of hire
Social Distancing of all users	<p>Allow 10-15 minutes between sessions to minimise large numbers in the area at same time.</p> <p>For large sessions, request attendees to park at bottom car parks and walk up to building to minimise 'pinch points'.</p> <p>Ask users to arrive on time and not stand in groups whilst waiting for session. If early, wait in vehicle.</p> <p>Use designated area for session only.</p>
Displaying Covid-19 symptoms	<p>Ensure people do not take part in session if displaying COVID-19 symptoms or anyone in household is self-isolating according to current Welsh Government guidelines.</p> <p>If presenting with symptoms whilst in the session, avoid touching anything, leave immediately and hirer inform Facilities Manager/Trustee straight away.</p>
Transferring virus unknowingly	<p>Hand sanitiser to be provided by hirer.</p> <p>Sanitise hands on arrival and at regular intervals if required.</p> <p>Do not bring large bags and coats (unless absolutely necessary) to the session.</p> <p>Label water bottles to avoid use by another person.</p> <p>Sanitise hands before departure.</p>
Person tested positive for COVID-19 after using facilities	<p>Log all people attending in group sessions (including dates/times/contact numbers).</p> <p>Responsibility of hirer for their group/class. To be held for 21 days after use of room in case details needed for contact tracing.</p>
Safety of grounds Slips/trips/falls	User carry out own inspection of site according to their needs prior to use.
Use of toilets - risk of contamination.	Toilets not available for use (unless through prior arrangement).
Changing rooms/Shower facilities	Not available for use.

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Use of Toilets

Risk	Conditions of hire
Use of toilets - risk of contamination.	<p>Toilets not available for use unless through prior arrangement.</p> <p>Minimise use of toilets as much as possible by requesting users go to toilet before leaving home.</p> <p>Only 1 household in at a time - this will need to be self-regulated.</p> <p>Knock before entering. Floor markings to show where to wait (if required). Children may be accompanied by member of own household.</p> <p>Internal door to be propped open to allow movement of air as much as possible.</p> <p>Hand washing signs inside toilets to remind people of hygiene requirements.</p> <p>Dry hands with towels only (no hand dryers).</p> <p>Users to wipe door handles, toilet handle, taps etc after use. Cleaning materials in toilets will be available.</p> <p>Additional cleaning between sessions by hirer (minimum hourly).</p>
Displaying Covid-19 symptoms	Ensure people do not enter the building if displaying COVID-19 symptoms or anyone in household is self-isolating according to current Welsh Government guidelines.
Person tested positive for COVID-19 after using facilities	<p>Log all people attending in group sessions (including dates/times/contact numbers).</p> <p>Responsibility of hirer for their group/class. To be held for 21 days after use of room in case details needed for contact tracing.</p>
Changing rooms/Shower facilities	Not available for use.