



St Andrew's Malvern

Partnering with God in the flourishing of our communities

St Andrew's Church Centre, Churchdown Road, Malvern, WR14 3JX Re-opening following COVID-19 - Version 1 August 2020 Additional Hire/Use Requirements

St Andrew's is Registered Charity No 1128973

We are progressively opening the church centre to users, following the current government guidelines and thorough risk assessments. At the present time, we will only be opening the hall for hire / use for one group at a time and limiting the number of hirers per day. Except for the church (and one side room on Sunday) the other rooms in the church centre will remain closed (including the kitchen and all other refreshment facilities). In order to protect everyone using the church centre during this period, we are imposing an additional set of hire/use conditions as set out below. These are in addition to the normal conditions of hire and all use of the church centre will be subject to both.

At the current state of government guidelines, the hall can accommodate only 20 people (or small groups from the same family) at the recommended 2m social distancing. In certain circumstances (e.g. for short durations like entry and exit) hirers/users can revert to the 1+ m social distancing requirement whilst ensuring that everyone has properly fitting face coverings.

We will continue to review these arrangements in keeping with the current government requirements and guidelines and advise you of any changes/updates via our website (see below).

Key references:

- UK Government – COVID-19: Guidance for the safe use of multi-purpose community facilities. Link: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
- St Andrew's Church Centre Risk Assessment for re-opening following COVID-19 and this document. These are available on the Church Centre page of our website, along with the Standard Conditions of Hire. Link: <http://www.standrewsandallsaints.org/st-andrews-church-centre/>

Additional Conditions of Hire/Use that apply during COVID-19 (until advised otherwise)

AC1: You will be responsible for ensuring those attending your activity or event comply with the current COVID-19 Secure Guidelines issued by the UK government at the time of hire/use when entering and occupying the hall. If at the time of occupation, the current government guidance is more stringent than the requirement described here, the government guidelines will apply. You will need to take particular care that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping appropriate distance around them when going in and out of rooms and ensuring they can access toilets or other confined areas without others being present. They should also be made aware of the government guidelines relating to these groups. For young people the National Youth Agency (as the Professional Statutory and Regulatory Body for youth work in England) guidelines should be followed (link: <https://nya.org.uk/>).

AC2: You undertake to comply with the actions identified in the St Andrew's Church Centre Risk Assessment for re-opening following COVID-19, the main points of which are included in this document. You will also need to have completed your own risk assessment for your activity and provided us with a copy prior to your hire/use commencing.

AC3: Although St Andrew's Church Centre will be regularly cleaned, there are a number of additional cleaning measures that you will be required to undertake before, during and after your hire/use as well as ensuring good ventilation (AC6). You will need to allow time for these to be done properly during your period of hire/use. Note: No disinfectant spray or similar is to be used directly on any electrical equipment.

The additional cleaning measures are:

- a. Before your hire/use, you will be responsible for wiping any door handles, light switches, window catches, equipment (including chairs and tables), toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire/use **before** other members of your group or organisation arrive.
- b. During your hire/use you will keep the premises clean through regular cleaning of surfaces, paying particular attention to wash hand basins and sinks (if used), using the product supplied. Make sure that there is no litter, tissues or similar and that all are safely bagged.
- c. You will thoroughly clean all surfaces referenced above before leaving the church centre.
- d. You will be responsible for ensuring that all litter is picked up (including any in the car park) and for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in rubbish bags before you leave. Securely tie and remove filled bags and dispose of them at home.

AC4: You will record the name and contact details for all people who attend the event or activity during your hire/use (which may be through the use of your normal membership / registration process). This will be used for contact tracing purposes, if required, in future. You will retain these details for three (3) weeks in such a way as to comply with GDPR. At the end of this period, if not otherwise required, or directed or requested from Track and Trace, you should securely destroy these records.

AC5: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 14 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact and immediately also pass the information on to your contact at St Andrew's.

AC6: You will keep the premises well ventilated throughout your hire/use, with windows and doors open as far as convenient and in compliance with fire safety regulations. You will be responsible for ensuring they are all securely closed before leaving. However, if it is confirmed to you that another group will be using the hall the same day, please leave all the windows fully open for ventilation. We recommend that you ventilate the hall for at least 15 minutes before and after your meeting; typically while additional cleaning (AC3) is undertaken.

AC7: You will ensure that no more than the maximum number of people (see above) attend your activity/event, in order that social distancing can be maintained. Individuals should wear properly fitting face coverings in accordance with government guidelines.

AC8: Depending upon numbers it is recommended that you operate a one way system for attendees at the start and end of your session and that as far as possible both entry and exit is via the grassy area outside the North end of the hall and only the leader comes in the main door and down the corridor. If this is not possible for some reason, entry may be through the main front doors and down corridor (maintaining social distancing) and exit through the fire doors at the north end of the hall. Your risk assessment must state your approach. You will ensure that everyone attending maintains social distancing in the car park and grounds, while waiting to enter the premises and observes the one-way system within the premises, as far as possible.

AC9: You will make sure that no more than 1 person (or 1 person with a child) use each suite of toilets at one time; sanitising hands on way IN and OUT. We have 3 suites of toilets off the main corridor as follows:

Disabled toilet, Ladies toilets & Gents toilets

As numbers will be limited, some toilet cubicles may be closed to minimise the cleaning required.

AC10: At present the kitchen and refreshment facilities are not available, even for water. If needed, you are encouraged to ask individuals to bring any refreshments they need for the duration of your activity.

AC11: We have the right to close the Church Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended develops symptoms and thorough cleaning is required or if it is reported that these Additional Conditions above are not being complied with, whether by you or by other hirers/users, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire/use.