

What are the hazards/area of focus	Controls to be put in place	Comments
<p>Social distancing as advised by the government. Preferbly 2M especially for vulnerable participants (over 70's or with medical considerations) but with 1M with risk mitigations</p>	<ul style="list-style-type: none"> <li>• Hirers and users to submit a Covid risk assessment of their own and to indicate how they will organise their hire to comply with social distancing measures and other Covid precautions.</li> <li>• Signage at the door and within the building</li> <li>• Floor stickers at the main entrance door and pinch points</li> <li>• Parents/carers dropping off children are not allowed in the building and must wait outside and observe social distancing. (Stepping stones excluded but parents will follow agreed Stepping Stones protocols).</li> <li>• If there are sessions within the hire and/or people arriving and leaving at the same time, a one-way system must be used: arriving through the main entrance and leaving through the fire door.</li> <li>• Toilets will be open if needed, but users requested to go before they leave home. One person only in each cubicle (except for child with carer), anyone waiting to use them to stand away from the door until first user has gone. The toilets are not to be used for changing into sports clothes etc., participants must arrive in the clothes for the activity.</li> <li>• Live rehearsing and performances are now permitted although they are not without risk. Social distancing and other preventative measures need to be adhered to. Voices must not be raised unduly and music kept at a low volume to prevent this. See current government regulations regarding performing arts.</li> </ul>	<p>Tring - no tape or sticky markers to be put on the floor in the main hall</p> <p>If the hall does not have that option then arrivals and departures need to be separated by time.</p> <p>Adequate time between hires to be allowed for cleaning and to ensure no mixing of groups.</p> <p>Reminder posters for washing hands for 20+ secs.</p>

Ensure as much circulating air as possible.

- Ventilation. Keep doors and windows open during the hire as security permits. Tring has extractors in the main hall to be switched on and kitchen windows, hatch and internal doors to be opened. Aldbury and Puttenham - internal doors to be opened as well as exterior windows.

- Kitchen not to be used, no food or drink preparation allowed.

- Use outside spaces as much as possible.

Tring and Aldbury - One person can enter and open doors, hatch and windows to aid ventilation

From 12th April 2021  
Recreation, leisure and social gatherings

- In line with the government rules there can be no social contact with other users indoors apart from those in your family household/bubble. This means there will be no bookings made where there is likely to be any social interaction between households.
- Exemptions to this will only be allowed following government rules ie. permitted organised exercise with a licensed instructor or for educational purposes for children under 18.

Failure to do this will result in any further bookings being cancelled.

Adequate facilities to sanitise hands and washing hands

- Hand sanitiser to be available at the entrance and exit points
- Toilets to have adequate supplies of hand wash and paper towels
- Signage to distance users as above

Keep plenty of supplies, advise hirers where to find them

Face Coverings inside the building

- Face coverings to be worn by 11yrs and above and adults following current government guidelines. Optional for 3-10 yr. olds
- Face coverings are required to be worn at all times in the hall except for the limited circumstances outlined in latest government advice. If a face covering is removed for a specific, permitted reason it must be put back on immediately afterwards (whilst still in the building). Users who do not comply with this will have their bookings terminated.

These are to be worn to protect others as well as offer protection to the wearer, they are not a substitute for reducing social distancing.

## Cleaning provision

- Hirers are requested to clean down areas at the end of the hire that have been touched by their users, particularly toilets if they have been used, door handles, chairs and tables if used and other areas.
- Surface cleaners, disposables gloves and paper towels will be provided and must be taken away at the end of the hire for safe disposal.
- Kitchens will not be available apart from usage by Stepping Stones pre-school (Tring) and water for artists at Puttenham.
- If there is a possibility of a user having covid symptoms, thorough cleaning of the area(s) used must be carried out straight away using protective gloves, apron and mask provided.

Tring only. Cleaners will be doing extra duties but they may not be able to do between every hire.

Keep plenty of supplies, advise hirers where to find them

## Managing the spread of Covid 19 NHS Test and Trace

- All hirers and groups will need to collect contact details from all their users for test and trace purposes and passed to Tring Team Parish along with details of any assigned staff. The details will be held securely for 21 days in line with GDPR. A name with email or phone number is needed along with the date and times the users and staff are in the building. The information needs to be sent to Trish at [admin@tringteamparish.org.uk](mailto:admin@tringteamparish.org.uk)

- Remind participants not to attend if they are feeling unwell with Covid symptoms, but to book a test asap, get medical advice from 111 or phone 999 if really unwell. They are not to attend if someone in their household/bubble has Covid and they are in the period of self isolation. If participants or a member of their household /bubble have been contacted by test and trace they are to remain at home to isolate.

- Remind participants that if they test positive of Covid 19 to contact [admin@tringteamparish.org.uk](mailto:admin@tringteamparish.org.uk) asap. Tring Parish will inform any other hirers who used the hall 72 hrs afterwards that there has been a case but will not pass on any personal information. The hirer will need to contact their participants to inform them of a possible risk.

If anyone tests positive who has used the hall in the 72 hours previous, the hall will be closed and quarantined for 72 hours then cleaned thoroughly before being used again.

- Face coverings. See separate note above.