

LLANGADOG COMMUNITY CENTRE HALL HIRE AGREEMENT

The Trustees of Llangadog Community Centre are responsible for adhering to the COVID-19 safety guidelines and restrictions issued by the Welsh Government and Public Health Wales. The most recent updates are available at:

- CAVS website: <http://www.cavs.org.uk/road-to-recovery/>
- Welsh Government : <https://gov.wales/safe-use-multi-purpose-community-centres-covid-19>
- Public Health Wales: <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

This Hall Hire Agreement is made between LLANGADOG COMMUNITY CENTRE and

Group/Organisation name

The Group Organiser agrees to

1. Carry out a **COVID-19 Risk Assessment** relating to their group's activities (form attached)
2. Study the check list of **COVID-19 Cleaning** Procedures before check-in
3. Ensure the group follow **Social Distancing** and **Hygiene** measures
4. Keep **contact records** for attendees for **Test & Trace** (form attached plus NHS Track and Trace barcode available in the main foyer for anyone who has the app on their mobile)

The **COVID-19 Cleaning, Social Distancing** and **Hygiene** measures are summarised here.

Cleanliness of Hall and equipment

- The hall will be cleaned before you arrive.
- Please bring your own equipment, sanitiser and wipes wherever possible.
- No alcohol can be consumed on the premises.

Group organisers should:

- take responsibility for additional cleaning they require before and during use
- thoroughly clean all locations and all equipment used at the end of the session;
- pay special attention to cleaning high use areas such as tables, chairs, doors and door handles, toilets including door handles and taps
- provide their own refreshment as the kitchen is not available during this time.
- ensure no equipment is stored in the Hall
- remove any equipment belonging to the group after each use.

Social distancing

- Up to 15 people (age 11+) can meet indoors following social distancing.
- The Main Hall is the only room that can accommodate 15 people so is the only room available for hire.
- Keep 2 metres distance, including in the foyer
- Follow one-way system within the foyer
- Take care passing another person in a confined space.
- Arrange furniture appropriately before the meeting e.g. seats side by side rather than face to face, tables at least 2 metres across or placed in a wide U-shape
- everyone knows the correct entrance and exit door, as well as any specific routes to/from locations during the session, and use them consistently

- everyone is responsible for maintaining their own appropriate distance
- numbers attending do not exceed the limits stated by Hall management based on the current Welsh Government regulations
- anyone using the toilets does so in a way that allows social distancing (one person at a time is only allowed)

COVID-19 Hygiene General

- Use hand sanitiser when entering the hall
- Ventilate premises with windows and/or doors as far as possible (fire doors acceptable)
- Dispose of any rubbish created during your hire in rubbish bags provided outside
- Bring your own drinks/food, cutlery, tea towels

To prevent transmission to other group members, Group Organisers should:

- ensure that hand sanitiser is available when they enter, during the activity and before leaving
- allow opportunity for sufficient handwashing during the activity
- encourage the group to avoid touching their mouths, nose, and eyes
- encourage the group to provide and use their own tissues as necessary bin them after use, then wash or sanitise their hands (Catch It – Bin It – Kill it)
- remove any waste such as used tissues at the end of the session
- encourage wearing masks, if the activity permits.

To prevent transmission to other Hall Hirers, Group Organisers should

- thoroughly clean all locations and all equipment used at the end of their session;
- follow the check list of Hall cleaning procedures and pay special attention to high touch points (such as door handles etc).

COVID-19 symptoms

Group organisers should

- ensure all potential attendees should not attend if they have symptoms of COVID-19 or suspect they might have it
- keep a list of attendees for each session with contact details, and provide this to the Hall Management committee upon request
- ensure all attendees agree to have their personal information retained in this way
- If an attendee falls ill during an event and COVID-19 is suspected, move the person to an isolated area and contact NHS 111
- Coordinate any emergency admission if necessary via GP/NHS contact.

SIGNED *Llangadog Community Centre Committee*

SIGNED BY GROUP ORGANISER

DATED

Test and trace: record of contact.

All details will be held securely and only used for NHS Covid-19 contact tracing purposes. Records will be securely destroyed after 21 days

Venue

L
I
A
N
G
A
O
O
G
O
C
O
N
U
N
I
T
Y
C
E
N
T
R
E

Date	Name	Contact phone number	Start time	End time

