



**Hallowtree**  
Activity Centre

# **Guidelines for the Safe Use of Hallowtree Facilities During the COVID-19 Pandemic**

**Including special hiring conditions.**

This document has been produced following guidance from the UK Government, National Youth Agency, The Health and Safety Executive, The Scout Association and Community Action Suffolk.

This guide is designed to assist you as an event leader in ensuring that the event you are running is COVID safe. Please read through this guide in full.

# Before Your Visit

Before the date of your booking, you need to prepare a list of all the people who will be visiting Hallowtree during your stay. You, as the Event Leader, need to keep this list safe and keep it for at least 14 days after your visit has ended. This is to allow any potential infection which occurs to be traced and for those in attendance to be informed at the earliest opportunity.

The list must include the following details as a minimum:

- Full Name
- Date of Birth
- Address
- Telephone Number

This list should be in a simple format and should be accessible to all the event leaders involved with your event. Hallowtree may request to check this list at the start of your event.

It is your responsibility as an Event Leader to ensure that your event is taking place in line with guidance set by your relevant organisation (if applicable). For example, if you are a Scout Group, you must ensure that Scout Association guidance is followed in full, that your group has been approved to re-start operations by your district, that the appropriate risk assessments and consents are in place.

Before your event, you should make sure that you have appropriate processes in place to minimise the risk to your group from COVID-19 while at Hallowtree.

You may wish to provide hand sanitiser or similar protective items to your group. These are not provided by Hallowtree.

Please prepare to pay for your visit by electronic means. Cash or cheque will not be accepted at this time due to viral transmission risk.

Before your visit, you must fill in the form here giving details of your intended activities:

<http://covid.hallowtree.org.uk>

# During Your Visit

## Arrival

When you arrive at Hallowtree, if the main gate is closed, please telephone the Duty Warden for attention. (01473 714440).

Please follow the direction arrows to the site you have been allocated. Groups will be kept apart and will be assigned specific areas of the site for activities and car parking, and specific toilet and shower facilities will be given.

Please ensure that your group members are all aware of the requirement to remain socially distant during arrival and the remainder of the visit. You may need to consider staggering arrival times.

## During your visit

Cleaning of facilities during your visit will be your responsibility. We can provide cleaning materials upon request.

If a member of your group develops symptoms of COVID-19 during the visit, however mild, they **MUST** be sent home. The Event Leader must inform the Duty Warden as soon as possible.

## Departure

When you leave Hallowtree, please ensure everybody in your group makes their way to the exit in a safe manner with attention paid to potential pinch points. You may need to stagger your departure times.

## After Your Visit

If a member of your group reports that they have developed symptoms of COVID-19 within 7 days of leaving Hallowtree, you must inform the Duty Warden as soon as possible, and also ask the individual in question to contact the NHS Test and trace service. You may be required to provide them the list of attendees.

We would be grateful if you could complete our feedback form after your visit so that we can improve where possible. This can be found at <https://www.hallowtree.org.uk/survey>

## Special Hiring Conditions

**Note: These conditions are supplemental to, not a replacement for, Hallowtree Activity Centre's standard conditions of hire.**

### SC1:

You, the hirer, are responsible for ensuring those attending your activity or event at all times comply with the Government COVID-19 Secure Guidelines while entering and occupying the site, as shown on the attached poster which is also displayed at the entrance to all buildings, in particular keeping hands clean with handwashing or hand sanitiser.

### SC2:

You are required to produce your own written risk assessment to manage the risks associated with your own group using Hallowtree facilities. A site risk assessment is available to you upon request.

### SC3:

The site facilities will be cleaned before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

Please take care when cleaning electrical equipment. Use cloths - do not spray!

**SC4:**

You must ensure 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the NHS Test, Track and Trace system to alert others with whom they have been in contact.

**SC5:**

You must keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:**

You must ensure that no more than the agreed number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes any one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

**SC7:**

You must take particular care to ensure 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 a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:**

You must position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**SC9:**

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

**SC10:**

You are responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, into the site waste bins in the main car park.

**SC11:**

You are responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths upon request.

**SC12:**

We will have the right to close the site if there are safety concerns relating to COVID-19, for example, if someone who has attended the site develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, 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 the Event Leader promptly.

**SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the site you should send them home immediately. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the duty warden as soon as possible (via telephone if necessary – 01473 714440).

**SC14:** For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**SC15:** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.