

## LISS TRIANGLE CENTRE - Covid-19 Risk Assessment

*The health and well-being of our employees, volunteers, hirers, customers of hirers, contractors, and any others who may be present in the building, is our priority. The Trustees have undertaken a risk assessment and agreed to take the steps below with the aim of trying to ensure everyone remains as safe as possible during the current pandemic. Because we are not necessarily present before, during or after your booking we need **you** to play your part in reducing the risk of Covid-19 infection being spread in our community and potentially wider.*

### Liss Triangle Centre (what we will do)

1. Provide alcohol-based hand gel sanitiser, paper towel roll, cleaning fluid and bins on tables by front entrance to the building, at entrance to classrooms, hall and annexe also in coffee bar and near entrances to toilets.
2. Provide soap pump dispensers in all toilets, display signs on the recommended hand washing method, and ensure paper towels are stocked daily.
3. During the day, restrict use of kitchen to just one volunteer from coffee bar who has been instructed on cleaning requirements.
4. Provide paper towels in the kitchen area for customer use.
5. Provide bins in each room for the disposal of antiseptic wipes after use.
6. Display signs on walls throughout the building to remind everybody about social distancing requirements.
7. Display signs to control the number of people entering, the direction of movement inside the room, and the exit route from the room/building. *Hirers will be able to temporarily affix their own (A4 sized) personalised signs if they wish.* Encourage hirers to seat or stand people side to side rather than face to face.
8. Maintain a free Wi-Fi facility for hirers use (enabling acceptance of contactless payments if appropriate).
9. Suspend online registrations and bookings for the time being to ensure that we are aware that the proposed use is in accordance with current Government guidelines and limitations that we must apply.
10. Continue to waive booking fees for cancelled bookings received in writing (email) up to and including the day of the booking.
11. Allow hirers 15 minutes if needed (free of charge) in addition to the booked time, in order to undertake the additional cleansing activities required.
12. In addition to our normal cleaning activities carry out regular antiseptic cleaning of all door handles, light switches, kitchen surfaces, shelves, taps and toilet handles, and moveable signs.  
*(This will either be done after the final booking of the day or before the first booking and in between bookings on any one day)*
13. Notify hirers immediately if their booking must be cancelled at short notice due to notification of the prior presence in the building of persons with either suspected or confirmed Covid-19 or a contact now required to self-isolate. *Use of the building will be prevented until a deep clean can be carried out.*
14. Review these arrangements as and when government guidelines or the local situation change, or at not more than 3 monthly intervals. We will notify hirers of any changes made.

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## Hirers (what you must do)

*These requirements form part of our amended Terms and Conditions of Hire*

1. Provide a copy of your **Operating Method Statement** at least 14 days before your first booking is due to take place
2. Provide your own antiseptic wipes for cleaning any equipment used including: table surfaces / edges, chair backs, trolleys, sign holders, switches, taps & door handles.
3. (If intending to use the kitchen) bring your own crockery, cutlery and tea towels. If used, you are required to clean light switches, taps, kettle handle, work surface, door handles inside and out before leaving. Paper towels to be deposited in the bin provided.
4. Ensure that areas of wooden flooring in the classrooms are wiped down after any exercise or art class that uses mats or protective coverings laid down on the floor.
5. Ensure paper towels are deposited in the bins provided.
6. Not wedge open any identified 'fire doors' as this may invalidate our fire insurance cover in the event of a claim.
7. Ensure that any items brought in to the building are removed at the end of the hire period and you dispose of any rubbish in the bins outside.
8. (If applicable to the purpose of hire) have measures to control numbers entering the room to maintain recommended social distancing requirements. Encourage visitors to sit or stand side to side rather than face to face whenever possible with two empty seats between each person if possible, you should encourage people to stay in groups of say 6-8 to reduce transmission.
9. (If applicable to the purpose of hire and numbers present) control movement of customers inside the building to maintain social distancing by having one-way direction routes. See below for suggested routes depending on numbers present and the rooms in use by you and other hirers: -  
**Front Classroom** (if back classroom is also in use) entrance via main door, exit via front door. If Back Classroom not in use – exit via the courtyard is an option  
**Back Classroom** (if front classroom in use) – entrance via courtyard door and exit via courtyard door. If Front Classroom is not in use – exit via front door is an option.  
**Meeting Room 2 and 3** – entrance via side door, exit via the side door
10. Keep the space well ventilated by opening doors and windows as far as possible but please ensure these are closed before leaving the building.
11. The latest government advice is that if you can, you should wear a face covering if in an enclosed space where social distancing isn't possible and where you come into contact with people you don't usually meet. Face coverings should not be taken on and off frequently, so while this is most relevant for crowded areas such as public transport it is preferable that in halls social distancing and good hygiene are maintained.
12. Agree to vacate the premises, as soon as possible, if required to do so because we have been notified that a person with suspected or confirmed Covid19 (or who has been in contact with that person and who is now in isolation) has recently been present in the building. *You will be informed when you can return after we have undertaken a deep clean of the premises.*
13. In the event of a fire or accident people do not have to stay 2m apart if it would be unsafe to do so.
14. Cancel your booking (at no cost to you) if you, or any of your helpers, have displayed any Covid-19 symptoms in the 14 days prior to the start of your booking.

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## Appendix

### Risk Group by Type of Activity

(subject to maximum numbers – see below)

Activity	Risk Group
Art Class	Low *
Small Group Lesson	Low *
Small Group Meeting / Seminar	Low *
Yoga / Pilates / Weight Class	Low *
Art Exhibition	Medium
Baby / Toddler Groups	Medium
Community Market	Medium
Medium Group meeting e.g. (WI)	Medium
Medium Sized Group Meeting	Medium
Parish Council Meeting (with public)	Medium
Retail Sale	Medium
Concert	High
Film Show	High
Large Seminar / Group meeting	High
Theatre Show	High

\* if expecting to exceed numbers in column 5 for rooms used treat as a **Medium Risk** category

### Room Capacity - considering 2 metre social distancing requirements

(1) Room	(2) Floor Area (m <sup>2</sup> )	(3) <b>High Risk</b> “Normal” Capacity No.	(4) <b>Medium Risk</b> 2 Metre Social Distancing Maximum Capacity	(5) <b>Low Risk</b> Room Capacity
Hall	65	100	<b>16</b>	8
Front Class Room	45.5	60	<b>11</b>	6
Back Class Room	45.5	60	<b>11</b>	6
Meeting Room 1		12	<b>4</b>	2
Meeting Room 2		16	<b>5</b>	4
		2m social distancing <b>impossible</b>	2m social distancing <b>possible</b> with some precautions	2m social distancing <b>possible</b> with few precautions

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## Hirer's Operating Method Statement

*Please complete and send the form below by email to centremanager@liss-triangle-centre.org.uk at least 14 days prior to commencing your first booking day. Subject to any further discussion with you about your plans we will notify you by email within 7 days of receiving your statement to confirm that we are satisfied you have taken the necessary steps to ensure the safety of all those using Liss Triangle Centre.*

*The extent of risk reduction measures required will depend on the type of use and the number of people expected to be present. The risk level for different types of use, and the limitations on numbers safely allowed in each room, are listed in the Appendix on page 3*

<b>Name</b>	
<b>Organisation</b>	
<b>Your Assessed Risk Group (see appendix)</b>	Low / Medium / High

(1) Item	(2) <b>Your Proposed Operating Method</b> <i>Complete this column if your hire use is the risk category indicated in column 3 (otherwise leave blank)</i>	(3) Applicable for activities in the Risk Groups shown below [See P3 Appendix]
A How will you control numbers entering the room(s) used to maintain social distancing required?		Medium
B How will you control movement around the room?		Medium
C What cleansing measures will you need to undertake to try to ensure the safety of any hirer using the room(s) after your booking?		Low & Medium
D Will you need to change your customers' route into and out of the premises (if Yes please explain)		Medium

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(1) Item	(2) <b>Your Proposed Operating Method</b> <i>Complete this column if your hire use is the risk category indicated in column 3 (otherwise leave blank)</i>	(3) Applicable for activities in the Risk Groups shown below [See P3 Appendix]
<b>E</b> Are there any other measures you intend to take e.g. face masks, sneeze guards etc ? <i>(NB not provided by LCA)</i>		All
<b>F</b> Do you agree to accept the hirer's obligations and to follow the methods you have outlined above?	Yes / No	All

\* *The obligations listed on Page 2, together with your accepted operating method statement form an addendum to the **Terms and Conditions of Hire** between us. By accepting these terms, you agree to abide by them. Failure to comply may mean that any future bookings may be cancelled. Existing and new bookings must not proceed without prior acceptance.*