



TRUST HALL HIRE - CORONAVIRUS UPDATE 1 September 2020

From 1 September 2020 both the Renwick Hall and the Randall Room have reopened for some of our regular hirers. **WE ARE NOT CURRENTLY ACCEPTING ANY BOOKINGS FOR ONE-OFF EVENTS.**

The Harpenden Trust's health & safety adviser has carried out a thorough Coronavirus (COVID-19) risk assessment of the Centre and a copy has been issued to each of our regular hirers. All hirers are required to have carried out a risk assessment relevant to their particular activity which must be approved by the Trust's health & safety adviser and a copy provided to every class attendee before the hirer resumes their activity. Government guidelines must be fully adhered to and this means that some activities are not yet able to restart. Also, some hirers are delaying their restart due to the limits on numbers in each hall (to ensure social distancing can be maintained) or to protect vulnerable attendees. **PLEASE CHECK WITH THE ACTIVITY ORGANISER BEFORE TURNING UP AT THE TRUST CENTRE** to ensure that a particular class is running and to check the class times as some have changed slightly to allow time for the wiping-down of contact surfaces before and after each class.

To minimise the risk of transmission within the Trust Centre the kitchen is closed to hirers and their class attendees.

Anyone entering the Centre to take part in an activity run by one of our hirers should satisfy themselves that the activity is being carried out safely. The organiser of each activity is responsible for deciding what measures should be put in place for their relevant activity and any questions relating to this should be directed to them.

Entry to the hall is permitted on the basis that you understand and accept that the Harpenden Trust is not liable for any infection alleged or proven to have taken place at the Centre.

AT NO TIME ARE MORE THAN 8 PEOPLE (INCLUDING THE LEADER) ALLOWED IN THE RANDALL ROOM AND 21 PEOPLE (INCLUDING THE LEADER) IN THE RENWICK HALL. THESE MAXIMA ARE DEPENDENT UPON THE NATURE OF THE ACTIVITY BEING UNDERTAKEN AND THE SPACING REQUIRED AND MUST BE REDUCED WHERE APPROPRIATE; PLEASE CHECK WITH THE BOOKINGS TEAM.

Rules to be followed by everyone entering the Harpenden Trust Centre

- 1. You must not enter if you or anyone in your household has Coronavirus symptoms or if you or anyone in your household is under quarantine.**
- 2. If you develop Coronavirus symptoms within 7 days of visiting these premises alert NHS 'Track and Trace' and the organiser of the activity you attended.**

3. **Maintain 2 metres social distancing where possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Make sure you wear a face covering when in the Trust Hall Centre.**
5. **Use the hand sanitiser provided on entering the premises.** Clean your hands often. Soap and hand dryers are provided in the toilets.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags. Then wash your hands.
8. **Do not wait in the Centre corridor for people to finish the hire or to collect them.** Wait outside the Centre and maintain 2 metres distancing.
9. **Check the organisers of your activity have cleaned door handles, tables, other equipment and all contact surfaces before you arrive.** Keep them clean. We cannot clean all surfaces at the Halls between each hire.
10. **Take turns to use confined spaces such as corridors and toilet areas.** Standing or sitting next to someone is lower risk than being opposite them. Briefly passing another person in a confined space is low risk.
11. **Keep the Halls well ventilated.** Close doors and windows on leaving. Remember to turn down the thermostat to zero when you open the windows and put it back to 20°C before you leave.
12. **We recommend that you wash your clothes when you get home to reduce the risk of transmission.**

HELP KEEP THIS CENTRE CORONAVIRUS SECURE - THANK YOU