

St Anne's Community Centre, Buxton - Hall Hirer / User COVID-19 Declaration



To be completed by all those using the premises & a copy retained by the parish

I..[INSERT NAME] _____ can confirm that I have received, read and understood the general risk & fire assessment for the site and the Covid Secure risk assessment for hall use during the Covid-19 pandemic restrictions.

I acknowledge the liability points in the hire agreement, have provided a copy of my insurance certificate and my Covid Secure risk assessment and will abide by the government advice, including maintaining a contact list and advising the parish immediately if I become aware of any users who have become ill or are isolating due to suspected coronavirus.

From 8th August 2020, the government has made it mandatory for the general public to wear face coverings in public buildings, including all church premises, unless your use is exempt, and you have sole occupancy during your hire.

As the group organiser, you will be required to:

- **Ask every group member to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details, not just a lead member of the group. This is to ensure everyone receives the necessary public health advice in a timely manner.**
- Maintain a register of attendees, should that be required for future contact tracing. This record must be retained for 21 days.
- Make your own assessment of the maximum number of attendees for safe distancing, with respect to your planned activity. This should not exceed the maximum stated below.
- Make attendees aware that they are responsible for maintaining social distance, whilst on community centre premises
- Ensure that the maximum numbers for any room are not exceeded.
- Ensure that attendees respect the length and timing of the hire period, to limit potential contact with other groups and facilitate cleaning.

Absolute maximum numbers in each room:

Main Hall – 24

Hardwick Room – 9

Nano Nagle room 1 – 8

Nano Nagle room 2 - 10

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

This is to include any leaders/instructors. For indoor sport/exercise please refer to:

<https://www.sportengland.org/how-we-can-help/coronavirus#latestgovernmentguidance>

I agree to follow government guidance in relation to shared use of buildings and any local restrictions that come into place, including, but not exclusively:

- Government guidance and core public health guidance should be followed at all times.
- Hand washing / sanitising on arrival and frequently as needed.
- No shouting, singing, or loud music causing voices to be raised.
- Social distancing of 2m where possible remains in place (1m+ if 2m can't be achieved in an area with mitigated risk e.g. masks, increased ventilation by opening doors and windows).
- Queue management may be needed for arriving and also for toilets.
- Separate entrance/exit and using the one-way system
- Rooms should be ventilated by leaving the door and windows open.
- You must clean the areas used after each use, as per the hirer's cleaning checklist. You may also wish to sanitise areas before your session.

I have been advised about the following items from the parish and have agreed with them:
Cleaning responsibilities before and after each session advised & agreed; checklists provided.

Restrictions, one-way routes, changes discussed:

Doors, windows open for ventilation discussed.

Arrival at the venue, exit and car park use discussed to ensure distancing and safety.

If you are using the main hall, please use the main entrance to enter the centre and the front 'arched' fire exit to leave.

If you are using the Hardwick Room, please use the main entrance to enter the centre and the Hardwick Room fire exit to leave.

As the organiser, you are responsible for ensuring that all doors are securely closed when you leave the building.

To reduce the risk of transmission, there will not be any access to the kitchen, so users are advised to bring their own drinks and refreshments.

Name (please print):	
Organisation:	
Contact details:	
Date:	
Signed:	

Please keep a copy of this form and return a signed copy to:

St Anne's Community Centre - % St Anne's Presbytery

Terrace Road

Buxton SK17 6DU