

**September 2020**

## **Covid-19 Information on safe use at Seacourt Hall**

The following guidance should provide some information on the safe reopening of Seacourt Hall. Making sure the hall is kept clean as possible and that social distancing is adhered to. By working together, this will hopefully make the future working arrangements as effective as possible with the least amount of disruption.

We appreciate this is a new way of working, but by following this guidance, it should make the transition as simple as possible. We are really looking forward to welcoming you back.

### **Seacourt Hall Management Committee will ensure the following**

- A thorough Covid-19 'Risk Assessment' of the hall will be carried out and made available to all users
- The hall will undergo a deep clean by a professional company before reopening
- The hall will continue to be cleaned by our facilities management company twice a week on a Monday and Thursday morning
- Multiple hand gel sanitising stations, antibacterial wipes, and a Covid-19 First Aid kit will be clearly available
- Clear signage within the hall, reminding of social distancing, good hand hygiene and First Aid facilities
- A designated space for someone with Covid-19 like symptoms to sit if identified during your session
- The Hall Manager will meet with you at the start of your first session to show you the modified hall facilities
- Only one user group at a time to use the hall to maintain safe social distancing and to avoid 'pinch points'
- 30-minute gaps are left between users, allowing enough time to sanitise surfaces and leave the building safely and avoid crowding around entrance/exit. This means that you must not arrive more than 15 minutes before your slot and must depart within 15 minutes of the end of your booking.

### **Users returning to Seacourt Hall will ensure the following**

- Minimise contact with individuals who are unwell: **nobody** should attend the hall if they have COVID-like symptoms or if they are self-isolating due to symptoms in their household. Make sure that everyone likely to attend your activity understands this
- Clean your hands often; hand gel sanitiser will be provided near the entrance to hall, as well as in the main hall areas. Remind your group to use the sanitiser on arrival.
- Supplies are replenished twice a week. If the gel, wipes, soap or hand towel supplies appear low please alert the Hall Manager.
- We ask all individuals attending the hall to wear a face covering or mask. We appreciate that there are individual exceptions and that masks do not need to be worn during exercise classes but should be worn at other times and uses. Please observe the latest government guidance.
- Regular cleaning of surfaces that are touched frequently: this includes door handles, handrails, chairs, tabletops, light switches, kitchen surfaces and window and blind winder handles. Antibacterial wipes will be provided, these should be used rather than sanitising sprays which can damage some items. We would expect anyone using the hall to begin their session by sanitising these common areas and to apply the same practice before leaving the hall. There is a record

declaration sheet on the noticeboard where you will need to sign off that you have done this after each session

- Maintain social distancing where possible: the social distancing guidelines currently require 2 metres to be maintained between individuals or 1 metre where other actions to reduce transmission such as face masks are used. Bookings for the hall have been accepted where social distancing can be maintained
- Users are asked to advise their attendees to avoid queuing in the corridor for the toilets
- We encourage the hall to be well ventilated during use, keep the exterior windows and doors open as much as possible, while remembering to secure these on leaving the building
- Bring your own water bottles if required – the kitchen is currently **not** available to users
- Please arrange online systems and cashless payments as far as possible. If cash payments/donations are taken at the hall the should be handled by one individual wearing gloves.
- **NHS Test and Trace:** All users are asked to assist in the NHS Test and Trace by keeping a temporary record of anyone attends your activity, for 21 days and to provide that data to NHS Test and Trace if needed. It is not compulsory for people to provide information but could help contain outbreaks. All information should be kept securely to comply with GDPR
- **If any attendee receives a COVID-19 diagnosis** within 21 days of attending the hall you **MUST** inform the Hall Manager on 07452 960100
- Safe disposal of all rubbish in the bins provided, including tissues, and used sanitising wipes

## **First Aid and Designated Areas**

### **Covid-19 First Aid**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should send them home immediately. If they are not able to leave straight away, then you need to move them to the designated safe area which is the kitchen. This area is clearly signed. There you will find the Covid-19 First Aid box, a chair, and a set of laminated instructions.

Ask others in your group to provide contact details if you do not already have them and ask them to leave the hall, observing the usual hand sanitising and social distancing precautions. Inform the Hall Manager, Lottie White on: 07452 960100

### **General First Aid**

There are two first aid kits for general (non Covid-19) use, which are in the kitchen and in the toilet corridor. Both contain a comprehensive range of standard first aid materials. In addition, there are two eye wash bottles located next to the first aid kit in the kitchen

## Seacourt Hall User Guide – Facilities

### **Access and Keys:**

- Regular users have been provided with their own set of keys. For new users of the hall, you will be issued with a set of keys, which we will require you to sign and pay a deposit for. On entering the hall, the automatic door controls can be set to 'on' or 'hold open' to allow an easier access to the building and more effective ventilation. Remember to switch off before you leave.

### **Parking:**

Regular **key** users of the hall will need to provide their registration number to the Hall Manager when staying at the hall for longer than 2 hours and requiring passes (maximum 2 at any time). You cannot drive on the road in front of Seacourt Hall between 10am – 4pm to access the car park and will need to enter the site via the Arthray Road entrance, not via West Way.

### **Lighting, Windows, Ventilation and Heating:**

- You should ensure that all lights are switched off before locking up at the end of your session. Please wipe down any light switches you have touched before you leave the hall
- There is no need to turn the heating on or off at the hall - it operates on a timed system. The level of heating can be adjusted using the radiators however, please return them to the standard level at the end of your session and wipe down any controls you have touched
- All windows and doors are fitted with adjustable blinds that can be operated using the winding mechanisms. Please have the hall as well ventilated as possible during your activity and remember to close these before leaving and to wipe down any handles you have touched

### **Kitchen**

Seacourt Hall Management Committee have made the decision to keep the kitchen area closed to all users at this time – although this decision will be reviewed monthly and we will advise you if this changes. Please bring your own water bottles to the hall.

### **Wall-mounted digital screen**

If you require use of the digital screen you must let the Hall Manager know when you make your booking. You will be provided with instructions and the remote control. If using the screen users must limit use of the remote control to 1 person where possible and use the sanitising wipes to clean it before and after use.

### **Toilets**

There are 4 unisex toilets available to use and one disabled. Each toilet will have advisory signage about good handwashing technique. Please do not queue for a toilet if they are all in use and observe all social distancing in the corridors

### **Fire Safety**

- A fire alarm system is in operation throughout the whole community building, with fire control panels located within each main area. This system will automatically detect smoke and fire in all areas of the building and set off alarms that will result in fire-fighting services being notified. Fire exits are clearly signposted, and in the event of a power failure there will be emergency lighting to aid evacuation
- When an alarm is triggered and continues to sound you must follow the **Fire Evacuation Procedure**
- Evacuees should meet at the assembly point at the far corner of the car park to the rear of the hall

### **Health & Safety:**

#### ***The following are responsibilities of all hall users***

- Being aware of hand gel sanitising stations and where antibacterial wipes are
- Practising safe social distancing always
- Being aware of the location and types of fire-fighting equipment present in the hall and making attendees aware of these
- Being aware of the location and types of first aid equipment present in the hall and where appropriate making attendees aware of these
- Ensuring that the door used to enter the hall remains unlocked throughout the booking period, and that access to all external fire exits remains clear and not blocked by furniture, equipment, or any other materials
- Being aware of the fire evacuation procedure and routes to the assembly point and making others aware of this. Ensuring that the evacuation procedure is followed in the event of a fire / alarm and that all individuals within the hall are evacuated safely. This procedure is clearly available within the hall and will be explained by the Hall Manager
- Following a fire evacuation, ensuring that the emergency services are informed about the fire at the earliest opportunity followed by the Hall Manager or other Seacourt Hall emergency contact.
- In the event of any injury occurring within the hall, ensuring that adequate treatment is obtained, either on site or from professional medical services off site, including where necessary the notification of emergency services to provide an ambulance. Note any accidents in the Accident Book and let the Hall Manager know

### **Useful Information**

<b>Address:</b>	3 Church Way, Botley, Oxford, OX2 9TH
<b>Lottie White:</b>	07452 960100 or 07879 451601
<b>Lorna Berrett:</b>	01865 722732 or 07967 111014
<b>David Kay:</b>	01865 240272 or 07952536262

