

Kenwyn Parish Council - COVID-19 GUIDANCE

Document produced in line with Government and Public Health guidance that was available to date and may require further update if guidance were to change.

Date produced: 24/06/2020

This document is to be read in conjunction with Covid-19 Safe Risk Assessment.

Commitment to Hirers

- No contractors (including cleaners) on site during sessions unless it is an emergency– warning given if emergency work needs to be carried out but during sessions will be avoided wherever possible.
- Staff, Parish Councillors, Police and PCSO's, or other users of the centre will refrain from entering the main hall when your session is taking place at the centre (wherever reasonable practicable) to ensure they do not interfere with Hirers adherence to government guidelines on safe numbers of people in a given space at one time.
- The Clerk to Kenwyn Parish Council is available for any queries as always but even more so given most user groups will be adapting how they work and how sessions operate, so if there is anything we can do we will try our best to support you during this time.
- The Clerk to Kenwyn Parish Council may carry out ad hoc spot checks to ensure hirers are operating in a Covid-19 safe way to not only reassure the local community that we are doing everything we can, but also to allow all hirers to feel confident that everyone is doing their bit to keep the building Covid-19 safe.

What we expect from Hirers

- To continue to follow the conditions of hire agreed to during induction / signing of booking agreement as normal.
- To complete a Covid-19 Safe Risk Assessment – (Kenwyn Parish Council has sent you a template but if you have one already this template does not need to be used) and send your completed risk assessment to the Clerk to Kenwyn Parish Council in advance of your sessions recommencing.
- To share your risk assessment with your clients and update this as and when required, taking into account the most current guidance available.
- To keep an accurate register of who is accessing the Hall during your period of hire and their up to date contact information in case this is required to assist with 'track and trace' guidelines.
- To take ownership of notifying their clients if they become aware they may have come into contact with someone with Coronavirus during their time at the Hall.
- To provide a copy of your register to the Clerk to Kenwyn Parish Council for a visual inspection if requested. This is to confirm government guidelines on

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numbers of people in the Hall are adhered to during a hirer's session. The Clerk to the Council will store copies of registers if it is felt necessary.

The Hall can only be Covid-19 safe if hirers take on this responsibility and ensure their customers are adhering to the guidance they set out.

Please sign and return a copy of this document to Kenwyn Parish Council in advance of your sessions resuming.

By signing and returning this document you confirm the following:

- You are happy with the guidance in this document and in the Kenwyn Parish Council risk assessment sent to you.
- You will send a copy of your completed risk assessment to Kenwyn Parish Council before your sessions at Shortlanesend Village Hall resume (even if sessions are to be initially resumed in a different capacity – e.g. on the tarmac/grass area of the Hall when they are usually indoors)
- You understand that Kenwyn Parish Council has the right to suspend sessions if sessions are not following Covid-19 safe guidance.
- You agree to keep up to date with changes in Government guidance in relation to Covid-19 and adapt your sessions to ensure they follow this guidance.
- You agree to adhere to guidance given by Kenwyn Parish Council if this is to change in the future based on new government guidance.

Name:

Session held at Shortlanesend Village Hall:

Date:

Signature: