

**COVID-19 – Bowls Pavilion Re-opening for Hire Procedures Tool Kit**

**Background**

Since lockdown was announced, the Bowls Pavilion was closed to all but essential maintenance checks.

Following the recommended updates announced by government and Public Health England, and in line with other similar settings, Yate Town Council would like to commence a return to hirers/organisations at the Bowls Pavilion. This practice is normally overseen by the Bowls Club. However this year the Bowls Club made the decision to not renew their licence with Yate Town Council to manage the pavilion due to COVID-19.

Re-commencing opening with protocols and guidance in place for the following:

* Venue reopens to existing organisations/bookers;
  + Yate Town Council strongly recommend hirers/organisations undertake risk assessments for their own activities;
  + Hirers/organisations to confirm activity processes, group numbers etc; in line with current government guidance;
  + We will agree with hirers/organisations COVID procedures for using the building and request in return acknowledgement they have read and understood the terms and conditions of using the building;
  + We will keep the above processes under review to address any concerns as and when they arise.

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**Moving Forward**

The following plan/procedure has been put together in order for hirers/organisations to gradually return to the Bowls Pavilion.

This document will be reviewed monthly and changes may be considered.

This document may also be reviewed/changed based on government instruction/briefings.

A separate risk assessment will be provided.

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**Issues Considered**

* Social distancing will still apply; 2m apart from each other or at least 1m with mitigations where 2m cannot be achieved;
* Managing bookings;
* Cleaning and impact on staff;
* PPE;
* Welfare.

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**General**

* YTC to provide risk assessment to hirer;
* Advance bookings only;
* Multiple bookings during the day to be to be considered on a case-by-case basis to ensure cleaning can be carried out in between;
* Viewing of the Bowls Pavilion must be by appointment in order to arrange access;
* Hirers are responsible for retaining records for 21 days of users in accordance with government’s test and trace;
* Hirers/organisations to make Yate Town Council aware if any attendees have COVID -19 symptoms;
* Hirers/organisations to provide own equipment; however, tables and chairs are available;
* Yate Town Council to provide COVID booking T&C’s to hirer/organisation.
* Due to the layout of the facility, a one-way system is not in place due to the rear entrance directing users onto a bowling green facility. Signs displayed at the entrance / exit doorway to advise users “please give priority to users leaving the building”.
* The changing rooms will be locked and out of bounds.
* Toilets will be available for use; however, on a one in, one out basis.

**Social Distancing**

Until government changes the guidance on social distancing, 2m distance must always be adhered to (with a minimum of 1m plus mitigations if 2m cannot be achieved). This will result in the following being considered:

* Attendees to arrive at appointed time, not before or after;
* Limit on numbers of people permitted in line with latest government guidelines;
* Use of toilets is permitted on a one-in, one-out basis;
* Social distancing - signage on display re social distancing;
* Reduced number of chairs available to meet government guidelines in capacity numbers.
* Excess chairs to be stored in a lockable changing room.

**Welfare**

* Hirers/organisations to advise attendees not to attend if unwell/showing signs of virus;
* Attendees to confirm they are free from virus/any illness that could be transmitted to others;
* People to go home immediately if they display symptoms of Covid-19 and those in close contact (within 2 metres) should also go home and self-isolate for 14 days;
* Attendees to wash hands frequently during activities; hand sanitiser also available.

**PPE**

* Wall mounted hand sanitiser dispenser for attendees on arrival at building;
* hirers/organisations provide additional hand sanitiser for attendees;
* A bin is made available in the kitchen area and the toilets for sanitiser wipes etc. and waste;
* From 8th August, face coverings are mandatory within community buildings.

**Cleaning**

* Yate Town Council will arrange for cleaning to take place following each booking although this may be carried out during the following morning.

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**Further items to consider/investigate**

N/A

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