



## **COVID-19 –MAB for Hire Procedures Tool Kit**

### **Background**

Following the recommended updates and roadmaps announced by government and Public Health England, and in line with other similar settings, Yate Town Council would like to commence hiring to hirers/organisations at the MAB.

Opening with protocols and guidance in place for the following:

- Venue opens to 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.

---

### **Moving Forward**

The following plan/procedure has been put together for hirers/organisations to use the newly built MAB.

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.

---

### **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.

---

## General

- YTC to provide risk assessment to hirer.
- Advance bookings only.
- Multiple bookings during the day to be considered on a case-by-case basis to ensure user safety. See below for cleaning!
- Viewing of the MAB is by appointment only;
- Hirers are responsible for retaining participant records for 21 days ~~of users~~ in accordance with NHS test and trace. The facility will also display an NHS test and trace QR code;
- Hirers/organisations to make Yate Town Council aware if any attendees have COVID -19 symptoms, as soon as possible;
- Hirers/organisations to provide own equipment; multi-use fitness equipment is available on site, use of the facility equipment must be pre-agreed and included in the hire. If equipment use is **not** included in the booking, use of equipment in the facility is **strictly prohibited**. As per YTC terms and conditions, the hirer is responsible for any loss, damage, injuries or claims of any nature, related to the use of equipment in the MAB.
- Yate Town Council to provide COVID booking T&C's to hirer/organisation.
- The layout of the facility benefits a one-way system using the single door for entry access and the double door fire exit to leave the building by.
- DDA accessible toilets will be available for use solely by the hirer
- Strictly no food to be consumed inside the building, users can drink inside but drinks must be sealed (no cans or drinks without a reseal lid are permitted), all rubbish should be taken home by the user.

## 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:

- Hirer and attendees to arrive at a pre-agreed time, not before or after.
- Limit on numbers of people permitted in line with latest government guidelines (relating to covid capacity), this will be identified in the risk assessment.
- Social distancing - signage on display re social distancing.

## Welfare

- Hirers/organisations to advise attendees **strictly** not to attend the venue or activity if they, their close contacts, or anyone in their household is unwell/showing signs of Covid-19;
- Attendees to confirm they are free from virus/any illness that could be transmitted to others. Confirm to who? Doesn't this repeat the above?
- Hirers and attendees to go home **immediately** if they display symptoms of Covid-19 while at the MAB. Those in close contact of the unwell person (within 2 metres) should keep a close eye on their personal health for 48hours following close contact, if they develop symptoms

they should immediately self-isolate, report symptoms to NHS test and trace and arrange for a PCR covid test. [Click here to book a free test.](#)

- Attendees to wash hands frequently during activities, to hand sanitise where washing is not possible.

**PPE**

- Wall mounted hand sanitiser dispenser for attendees should be used on arrival and exit at building.
- hirers/organisations provide additional hand sanitiser for attendees.
- ALL rubbish from the booking must be taken away by the hirer or taken home by their attendees.
- From 8<sup>th</sup> August, face coverings are mandatory within community buildings and must be worn by all persons over the age of 11 years. UK Government advise masks **can be removed only when exercising** but all users of the venue must wear a suitable face covering, as follows:
  - when entering and exiting the building
  - when in communal areas such as changing rooms and toilets
  - when moving around the building

## Cleaning

- Yate Town Council will arrange for cleaning to take place at the end of the day following bookings.
- Cleaning of welfare facilities, common surfaces and common areas will be carried out once per day by Yate Town Council, cleaning throughout the day must be undertaken by each hirer at the end of their booking, leaving the building clean and tidy for the next user. Failure to leave the building clean and tidy for the next user will result in an additional cleaning charge, payable by the hirer.
- It is the responsibility of the hirer/organisation to carry out a low level clean and leave the building in a tidy state.

### Further items to consider/investigate

N/A

## Reviewed by

[illegible]

