



# SUDLEY AREA RESIDENTS' ASSOCIATION

*A charitable incorporated organisation, charity number: 1190529*

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## ***Sudley Area Residents' Association (SARA) COVID-19 Secure Procedures***

Version: 1.8

Date: 14<sup>th</sup> April 2021

Version Control:

<b><u>Version</u></b>	<b><u>Notes</u></b>	<b><u>Date</u></b>
1.1	Original Document	26 <sup>th</sup> July 2020
1.2	Additional items added to procedures and risk assessment for trustees' review	2 <sup>nd</sup> August 2020
1.3	Updates following trustees' meeting	5 <sup>th</sup> August 2020
1.4	Update following new requirements re: face coverings in Community Centres	8 <sup>th</sup> August 2020
1.5	Final version approved for circulation to session leaders	2 <sup>nd</sup> Sept 2020
1.6	Amended to reflect changes to rules on social gathering	10 <sup>th</sup> Sept 2020
1.7	Amended section 7 (Register) to reflect QR codes for venue check-in and amended section 14 (Social gathering exemptions) to reflect updated guidance, section renamed permitted activities / social gathering exemptions	5 <sup>th</sup> Jan 2021
1.8	Amended title and contents of section 7 in line with Government guidance; amended section 9 to reinstate kitchen facilities, added kitchen area to all cleaning sections and removed individual session information relating to chairs and tables in section 13.	14 <sup>th</sup> April 2021

This document has been prepared in line with Government guidance published on 30<sup>th</sup> June 2020 and will be reviewed as the guidance on multi-purpose community facilities is updated.

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

This document includes the risk assessment and procedures that SARA expects to be followed by everyone entering the building. This document is referred to in our new hire agreement. Before sessions can start or resume, session leaders will be required to sign to confirm they have read these procedures and will abide by them at all times.

If revisions are made to this document, session leaders will be emailed a revised version and asked to confirm receipt. It will be assumed by confirming receipt, that session leaders are agreeable to any changes before their next session takes place.

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### **1. COVID-19 secure guidelines for all accessing SARA Hall**

**Minimise contact with individuals who are unwell:** **Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

**Wear a face covering:** Everyone except those who are exempt under Government guidelines must be wearing a face covering upon entering the building. You must keep it on until you leave unless there is a reasonable excuse (as detailed in the Government guidelines) for removing it.

**Clean your hands often:** Hand sanitiser is provided at entry and exit points. Hot water, handwash and paper towels are provided in toilets.

**Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.

**Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tables, sinks, kitchen and toilet areas. Products are provided as detailed in the cleaning section (8) below.

**Maintain social distancing:** Social distancing guidelines to be maintained between individuals.

## 2. Social distancing and maximum capacity

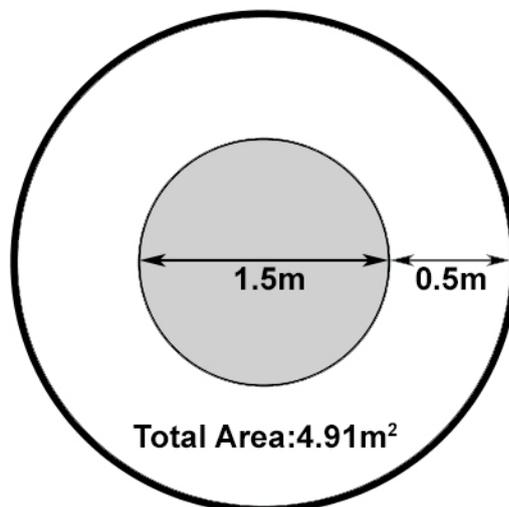
Social distancing at SARA Hall was initially set at 2 metres. This was primarily to enable anyone entering the building to make a choice with regard to wearing a face covering. This set the maximum capacity in the building at 10 people making it impractical for some groups to return.

**From 8<sup>th</sup> August 2020, everyone except those who are exempt under Government guidelines must wear a face covering in a community centre setting.**

In light of this significant change, SARA has further reviewed social distancing requirements at SARA Hall. Other risk mitigation measures are in place (as detailed throughout this document) so with the addition of compulsory face coverings, SARA now considers that a social distance of 1 metre with risk mitigation is appropriate for SARA Hall.

Government guidance expects that capacity is managed - but apart from setting the physical distance there is no further information. SARA has therefore had to identify what is considered as the absolute minimum space required for each person to enable movement within the hall while still maintaining a 1 metre social distance.

The diagram below shows the space allocated to each person. The shaded area is a space to allow for freedom of movement without impacting on social distance, and the white area is to allow a 1 metre distance between each person.



A minimum area of 4.91m<sup>2</sup> is required for each person.

Based on the calculation above, and the area of the main hall being 97.34m<sup>2</sup>, we have set a **maximum capacity of 19 people in the building at any one time.**

**SARA does not have an intricate working knowledge of individual groups/ their activities or additional requirements levied by governing bodies or similar. For some groups, more space per person may be required and it is therefore expected that session leaders will adjust the maximum capacity downwards to account for this as part of their individual risk assessments.**

Under no circumstances should the capacity be increased above 19 people without prior written confirmation from SARA.

### **3. Face coverings**

**Everyone except those who are exempt under Government guidelines must be wearing a face covering upon entering the building.** Face coverings must be kept on while in the building unless there is a reasonable excuse (as detailed in the Government guidelines) for removing it. Full Government guidelines can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

For any scenario where Government guidelines permit sessions to remove face coverings *en masse*, session leaders must ensure social distancing of 2 metres is observed and the maximum building capacity is reduced to 10 people. Session leaders must be mindful when managing social distancing, arranging their activities and setting maximum numbers during a session where some attendees are exempt from wearing a face covering.

### **4. Arriving at and leaving SARA Hall**

Session leaders and keyholders to access the building via the front (Rundle Road) entrance. Please note, the lobby door between the front door and the hall is secured open and should not be closed.

Session attendees and anyone arriving at the hall once the building is open, to access the building via the side (Milner Road) entrance.

Everyone to leave the building via the front (Rundle Road) entrance unless mobility needs require the use of the side (Milner Road) entrance. Session leaders and keyholders to make sure the building is secure before leaving.

### **5. Additional session leader requirements**

In addition to the procedures identified throughout this document, session leaders must:

- complete a covid-19 secure risk assessment; each session is different, and it is for session leaders to determine the content. SARA will not evaluate session risk assessments as SARA does not have an intricate working knowledge of individual groups/ their activities or additional requirements levied by governing bodies or similar.
- make sure that their up-to-date contact details are provided to all session attendees and SARA.

- arrive no more than 30 minutes before the advertised session time – this should allow time to carry out any necessary cleaning / checks before session attendees arrive.
- turn on all necessary lights (including ante-rooms and toilets)
- keep the hall well ventilated during the session, opening doors and windows as far as possible. A window pole is provided for the fanlights. Wall vents must be left in the open position.
- clean surfaces that may be used during the session e.g. door handles, taps and the table near to the bookcase – blue cleaning roll and surface sprays are available in the main hall by the kitchen serving hatch and in the corner by the bookcase.
- check hand sanitiser is located at entry and exit points and that handwash / paper towels are located at sinks in toilets.
- where a session uses soft chairs and or tables please refer to section 11 ‘chairs and tables’. ***Under no circumstances should tables or soft chairs be used without prior arrangement.*** Any group requiring chairs without a prior arrangement should use the plastic chairs – these must be wiped down before and after use.
- once checks have been performed and the hall is ready, the side door should be secured open with the door wedge for session attendees to enter the building.
- manage attendees entering the building, ensuring hands are sanitised and take a register.
- manage social distancing throughout the session.
- clean regularly used surfaces during the session and clean them again before leaving.
- when leaving the building, check the side door is closed securely, turn all lights off, and leave the building via the front (Rundle Road) entrance, locking the door behind them.

## **6. Additional session attendee requirements**

In addition to the procedures identified throughout this document, session attendees must:

- provide their session leader with up-to-date contact details and ensure they have the contact details of their session leader and SARA (0151 726 0805).
- contact their session leader and SARA should they become unwell with coronavirus symptoms or receive a positive test.

- queue to enter the building from the side (Milner Road) entrance, along the railings down towards Rundle Road, following the perimeter of the building as appropriate.
- enter the building individually.
- observe the one-way system for entering and exiting the building (unless attendee has a valid reason to use the accessible entrance to exit the building). ***Please note, paper towels are available to turn the handle on the front door.***
- follow directions as instructed by session leader.

If session attendees are to be dropped off or collected, the person dropping off or collecting the attendee should not enter the building. Safeguarding requirements in relation to this point should be considered as part of individual session leaders' risk assessments. Anyone waiting should not congregate with others around the exit point, social distancing should be maintained at all times.

## **7. Register / NHS QR code poster to support NHS Test and Trace**

Venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must:

- ask every customer or visitor (over the age of 16) to provide their name and a contact phone number. If a phone number is not available, you should ask for their email address instead, or if neither are available, then postal address.
- keep a record of all staff working on their premises and shift times on a given day and their contact details.
- keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested.
- display an official NHS QR code poster so that customers and visitors can 'check in' using the NHS COVID-19 app as an alternative to providing their contact details.
- adhere to General Data Protection Regulations (GDPR).

For community centres, information relating to specific sessions should be collected by the person who hires the space.

Many of our session leaders already take a register for their own purposes. If this is the case, these can serve as the source of the information that you need to collect. Attendees can still scan the official NHS QR code if they wish, to help remind them where they have been if asked by NHS Test and Trace.

Recording both arrival and departure times (or estimated departure times) will help reduce the number of people needing to be contacted by NHS Test and Trace.

SARA will not be requesting copies of registers from session leaders unless asked to by NHS Test and Trace, but it is expected that all session leaders will be able to access them in a timely manner should they be required.

Information sourced from: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#the-purpose-of-maintaining-records>

Official NHS QR code posters are displayed at the entrance and around the building to help support contact tracing. **In England, you do not have to request details from people who check in with the official NHS QR code poster.**

## **8. Cleaning**

SARA Hall is cleaned on a regular basis but cleaning between each session cannot be guaranteed. Blue cleaning roll and surface sprays are available in the main hall by the kitchen serving hatch and in the corner by the bookcase. ***These items are being provided specifically in response to COVID-19 and are not to be used by session attendees for other purposes e.g. painting sessions should continue to provide their own paper towels to clean palettes.***

Toilet cubicles are equipped with toilet seat sanitiser dispensers to enable users to clean the toilet seat with toilet roll which can then be flushed down the toilet – **paper towels, blue cleaning roll and wipes are not to be flushed down the toilet.**

Session leaders are advised to clean surfaces that may be used during the session e.g. door handles, taps and the table near to the bookcase before attendees arrive, to clean regularly used surfaces during the session and to clean them again before leaving.

Where a session has tables and chairs, tables (other than the one near the bookcase) will have been precleaned and chairs are on rotation so should not have been used for 72 hours prior to the session. Session leaders/attendees are free to repeat the cleaning process of tables should they wish.

If plastic chairs are to be used during the session, chairs and the trolley handle should be wiped down before and after use, remembering to stack the chairs safely on the trolley.

The floor in the main hall is pitch pine parquet and while the floor will be maintained on a regular basis, there are limitations as to what detergents can be used without either damaging the floor or making it a slip hazard. SARA encourages the use of mats or similar where there is physical contact with the surface, these should be cleaned after use. We advise against bare feet at this time.

## **9. Availability of facilities**

Toilets are available as normal with the door to the ante-room of each to be wedged back. Only one person in the ante-room/toilet of each at any one time.

Initially there will be very limited kitchen facilities available to groups. SARA will not be providing tea, coffee or sugar and the coffee machine will not be available. Group leaders should encourage those attending to bring their own refreshments. Where the kitchen is

used this will be limited to one person at any one time and there must be regular cleaning by the group of surfaces that are touched frequently in the kitchen area.

The cloakroom is being used to store chairs as part of the chair rotation. Coats and bags should not be stored here.

All decorative items and books have been removed from the main hall.

#### **10. Session leader payment for sessions**

SARA will no longer accept cash or cheques as a method of payment from session leaders. The majority of session leaders already pay via bank transfer and we would request that those who were previously paying weekly by cash or monthly by cheque now move to monthly invoice settled by bank transfer.

Invoices are generated on the 1<sup>st</sup> of each month and sent to session leaders via email. The sessions billed on the invoice are those that are scheduled to take place during the calendar month. If a session is cancelled and payment has already been made, the invoice for the following month is adjusted or a refund can be put through providing your bank details have been supplied to the Chairman.

#### **11. Anyone becoming unwell**

Anyone who becomes unwell at the hall with suspected COVID-19 symptoms should be moved away from others until transport home or to hospital is available. Tissues, a bowl of warm soapy water for handwashing and paper towels should be provided. Tissues and paper towels should be disposed of into a plastic bag (available from the kitchen) The bag should be sealed and placed in a safe place for 72 hours before being disposed of into the general rubbish collection.

Other people that have attended the same activity should be asked to leave the premises (ensuring that the register has been completed first). The NHS Test and Trace service should be informed.

Centre management and Caretaker should be informed immediately, and the hall closed so that a decontamination clean can be carried out.

Steven Kearney (Chairman) – 07739 421 354

Dot Caples (Secretary) – 07880 776 028

Clare Fay (Caretaker) – 07703 570 636

A decontamination clean should be carried out in the premises in accordance with Government guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> (copies have been distributed to trustees and staff). Disposable PPE equipment should be disposed of into a sealed, labelled or marked plastic bag and secured for 72 hours before rubbish is collected. The cleaner should launder all personal clothing worn on arrival home.

## **12. Emergency closure**

Should it be necessary to close SARA Hall because of a potential COVID-19 incident in the building, a local spike or any other COVID-19 reason, appropriate notices will be displayed on the door and session leaders will be contacted. It is important that nobody enters the building during this time.

## **13. Chairs and tables in SARA Hall**

Pre-arranged soft chairs and tables will be left out for the session leader to arrange. Tables will be left in two rows of 5 and soft chairs will be lined up against the wall.

Any other groups requiring chairs must use plastic chairs and wipe down before and after use. The trolley should be brought out by the session leader into a safe space for session attendees to access chairs. Each chair should be wiped down before and after use. The handle of the trolley must be wiped down by the session leader before and after moving. **Under no circumstances should anyone use soft chairs unless they have been provided for that specific group.**

There will be one table left up for all sessions – All session leaders to wipe this table down on arrival. Additional tables can be accessed from the table store but must be wiped down before and after use.

## **14. Permitted activities / social gathering exemptions**

Community facilities such as SARA Hall are used for a wide range of local activities and services. Different activities are subject to specific reviews and guidance on when and how they are permitted to resume. Where a mix of services is delivered, only those services that are permitted to be open should be available.

As the guidance and local covid alert levels change, so do the permitted activities and social gathering exemptions. We have therefore removed the specific list of what is and what isn't allowed to operate at SARA Hall from these procedures and refer the reader to the latest guidance at <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>