

COVID-19 Risk Assessment

Company name:	The John Godber Centre		
Assessment carried out by:	Kim Pears		
Date of next review:	01 09 2020	Last review:	15 08 2020
Date assessment was carried out:	08 July 2020		

Introduction:

The John Godber Centre is a multi-use community venue in Hucknall, Nottingham. The Centre was built in 1906 and opened in 1907. It is currently owned by the Ecclesiastical PCC of Hucknall Torkard and its operations are overseen by an Operating Board with a full time manager to manage the day to day operations with 3 part time duty managers and 2 cleaning support staff (+1 vacant post)

The Centre has a larger Main Hall to the first floor (accessible directly from the rear public carpark, owned and managed by St Mary Magdalene Church) or via reception. Attached to the room is Ben's Bar and there is also a catering kitchen, jumble storage room and dressing rooms to this floor. On the lower floor, accessible by the main front entrance and reception area are 2 offices for Church and Centre personnel, an activity room for a Preschool (Kempe) a small meeting room (Coates) from the main corridor accessible from reception there are 4 rooms (Byron, Bailey, Lovelace and Bens Bar) a staircase leads to the first floor (Portland)

Each floor has its own set of toilets.

The venue is used for celebrations, community groups, business classes, meetings and Church activities.

This risk assessment for COVID-19 has been written by Kim Pears and shared with members of the team and Operating Board and customer consultations – they have added suggestions throughout to create a shared plan that limits the risk of transmission from the virus. The Government's guidance for [multipurpose community venues](#) has been used alongside information from ACRE (Action with Communities in Rural England) and Church of England's guidance (as the Church Hall) Guidance for other industries (hospitality, visitor and heritage sites, offices and workplaces) have also been reviewed.

It is a living document and will be formally reviewed monthly or as and when further risks are identified or government guidance changes – the change log on page 2 will be used as a record of review and items amended.

Covid-19 is a new illness that can affect your lungs and airways, it is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment is prepared to reduce the risks of spreading virus in the workplace for Centre Staff and Hirers, their Users and visitors in the John Godber Centre as a community venue.

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19) and fortunately, normal cleaning methods do kill this virus.

The John Godber Centre is hired by many groups and businesses. Hire is for a specified time and room only. Equipment can be hired – AV, refreshments etc. and some groups have items stored in the venue which are their own responsibility.

The Centre closed on the 20th March and reopened on the 1st June for the Tiny Tots Preschool to resume preschool activity. The venue had regular checks during closure including water systems being flushed throughout the building on a weekly basis. During June and July deep cleans have been taking place which will continue through the summer.

Each room is cleaned prior to hire and to be ready for opening for one group with public access from the 10th July as part of phase one of opening deep cleans have taken place to the ground floor public areas and Byron from the start of July. The second phase of reopening is during August when two community groups, church meetings and three further business groups return.

The Centre is due to reopen more widely from the start of September at the earliest. Currently the Centre is only open for groups and their invited visitors, the Centre doors will be closed to the wider public to minimise the risk of transmission through unknown visitors during the first phases of reopening. The licensed bars remain closed at the present time in the venue due to guidance for social gatherings not to go ahead. St Marys Trading Company who hold the premise licence and operate the bars will prepare a separate risk assessment (which will be incorporated into the wider John Godber Centre risk assessment) when they reopen the bars for functions and events. Small wedding receptions can go ahead for 30 people for sit down meals from the 15th August, no confirmed date when these will resume in the John Godber Centre but plans have been made.

COVID-19 Risk Assessment Change Log

Item	Change	Date	By Whom?
1.0	Document creation	08 July 2020	Kim Pears
2.0	Risk assessment shared with Operating Board and Staff for feedback.	08 July 2020	Kim Pears
3.0	Updated with points : COVID Emergency First Aid Box located in upstairs Dressing Room Toilet location updated may change to unisex and users asked to wait in reception or rooms if toilet area are busy Fire or Accident section added Recommended layout information added to hirer section	15 July 2020	Kim Pears
4.0	Updated with points : Face coverings based on Government Guidance that coverings are now mandatory in shops but not venues like John Godber Centre (community venues) where distance measures are already in place. Advice that mask wearing is supported by staff and visitors and safety measures promoted for those who do. Appendix updated with activities that can resume	24 July 2020	Kim Pears
5.0	Risk assessment reviewed Next phase of opening information updated in introduction	01 August 2020	Kim Pears

	<p>Updated appendix with activities that can resume following changes announced 31st July re paused activities for at least two weeks (wedding receptions)</p> <p>Updated guidance on Face coverings – mandatory from the 8th August</p> <p>Updated room measurements for Hirers added</p> <p>Public corridor section updated – travel space only, fire doors not to propped open</p> <p>Reception area confirmed screen installation in phase 3, update on cleaning measures and sanitiser</p> <p>Section added to confirm what to do if a case of Covid in the venue</p> <p>To aid hirers actions recommended/required by hirers are highlighted hirers in blue</p> <p><i>Updated assessment sent to all hirers and to be added to the website with link posted on media pages.</i></p>		
6.0	Updated advice for business and wedding hirers regarding track and trace registration	07 August 2020	Kim Pears
7.0	<p>Updated appendix with activities that can resume following changes announced from the 15th August (sit down wedding receptions permitted and non professional singing)</p> <p>Government Guidance now received for wedding receptions, as this is private not an organisation or business new section added to risk assessment</p> <p>Updated advice for business and wedding hirers regarding track and trace registration – new app recommended (Trusted Trace) link updated in risk assessment for both business and wedding hirers to use</p> <p>Face coverings advice updated as to when a covering can be removed in the venue (applies to wedding receptions which can now take place)</p>	15 August 2020	Kim Pears

	Next phase of opening information updated in introduction (weddings from 15.8.20)		
--	---	--	--

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Customer Activities					
<p>Entrance and Exit Points Catching or Transmitting the virus at the entrance to the venue</p> <ul style="list-style-type: none"> - Poor hygiene transmitting virus on contact points such as door handles and push pads - Social distance not observed or maintained 	<p>Staff, Customers, Visitors and Contractors</p> <p>Multiple touch points and risk of transmission</p> <p>Customers entering the premises who are unwell and transmit virus to staff and other venue users</p>	<p>Where possible doors open limiting the need for visitors to touch surfaces (not fire doors)</p> <p>Provide hand sanitiser at entrances/exits with signage for all visitors and staff to use on arrival at the venue prior to touching any surfaces</p> <p>No one who is unwell should enter the building.</p>	<p>Maintain regular cleaning routine of door handles and touch pads. If automatic doors are locked customers may need to use the buzzer – sanitise station available in entrance foyer, checked is topped up regularly and frequent cleansing of keypad and exit buzzer.</p> <p>Before closing or when opening handles, clips and locks to be wiped down prior to locking up procedure.</p> <p>Hand sanitiser station with signage at entrance/exit both floors.</p> <p>Signage to highlight not to enter if unwell and follow Government Guidelines. Hirers should also include this advice to their users prior to sessions (letters, messages or media updates)</p>	<p>All Staff and visitors</p> <p>Staff</p> <p>Kim Pears/Adrian Sissons Hirers</p>	<p>Daily</p> <p>Daily</p> <p>10th July</p>

<p>(current 2m or 1+ with mitigating measures in place) - Entering when unwell</p>	<p>Customers not aware of need to wear facemask</p> <p>Large numbers of visitors to pinch points arriving or departing the venue at once</p>	<p>Management of hire times to reduce number of visitors arriving or leaving at the same time by Centre Management. Work with hirers to encourage their users to arrive on time/staggered to reduce congestion in public areas. Hirers to adhere to hire times and advise in writing in advance any changes.</p> <p>Introduce no internal waiting outside of rooms to support reduced capacities and 1+ distance in corridor.</p>	<p>Signage to advise now a mandatory requirement to wear a Facemask in the venue. Hirers should also include this advice to their users prior to sessions (letters, messages or media updates)</p> <p>Pull up banner in main reception with A3 printed version in foyer and rear corridor to highlight key measures to all visitors on arrival. External signage initially and A3 posters to start.</p> <p>Communication to regular hirers to request users are made aware in advance of social distance, hygiene and current NHS/Government guidance in advance. Groups to consider the wet weather implications of no internal waiting areas in their plans. <i>Weekly plans check and daily monitoring of any changes to times or new bookings to ensure this is managed as new bookings made.</i></p> <p>Where necessary groups may be asked to use alternative entrances/exits and this could be a daily change as more groups return.</p>	<p>Kim Pears/Adrian Sissons Hirers</p> <p>Kim Pears Hirers</p> <p>Bookings staff</p> <p>Staff to monitor on a daily basis.</p>	<p>8th August</p> <p>Before return</p> <p>Prior to groups returning</p> <p>Weekly/daily</p> <p>Daily</p>
--	--	---	---	--	---

			<p>Only hirers and users will be able to enter the venue. Persons waiting to collect venue users should adhere to social distancing at front of building or remain in their vehicle, access will not be possible into the building. No waiting or internal pick up or drop off points to reduce capacity in public areas and maintain social distance measures.</p> <p>Where not possible to access hired rooms directly on arrival no waiting will be possible inside the venue or in corridors. Hirers to collect their users from outside the venue and arrange external queue points or permit users to enter the room and be seated immediately on arrival.</p> <p>Collection of Centre users from the exit points at the end of sessions if cannot immediately collect from the room and social distancing measures are not possible to be met in rooms and capacities would be exceeded. Waiting in the reception area or public areas will not be possible to maintain social distance.</p>	<p>Hirers and visitors</p> <p>Hirers and users</p> <p>Hirers and users</p> <p>Hirers and users</p>	
--	--	--	---	--	--

<p>Public Corridors Catching or Transmitting the virus moving around the venue</p> <ul style="list-style-type: none"> - Poor hygiene transmitting virus on contact points such as door handles and push pads - Social distance not observed or maintained 	<p>Staff, Customers, Visitors and Contractors</p> <p>Multiple touch points and risk of transmission</p> <p>Enclosed space and distance may not be maintained</p> <p>Large numbers of visitors accessing at once</p>	<p>Provide hand sanitiser at the entrance and request all visitors sanitiser on arrival at the venue and regular handwashing/ sanitising during sessions.</p> <p>One way system implemented in public corridors (keep left in direction of travel) and encourage distancing guidelines Prevent queuing or waiting in corridors to reduce congestion in enclosed spaces.</p> <p>Corridors are for traveling only to rooms and toilets. Any conversations need to happen within hired rooms that can provide social distancing or outside the building.</p> <p>Management of hire times to limit queues and high numbers of visitors. Work with hirers to encourage user times to be staggered by intervals</p>	<p>Maintain regular cleaning routine of door handles and touch pads during the day (doors cannot be propped open as they are fire doors)</p> <p>One-way directional system to improve flow of visitors around the venue. Due to the layout of the corridor and location of rooms on the ground floor there will be times people will pass each other, however corridor width is 1.4m and passing will be transitory and side by side. Government guidance indicates this contact is lower risk and it will be for hirers to try and avoid this risk if possible, particularly for older and medically vulnerable people (in particular cases hirers/volunteers could check corridors are clear and ask others to keep distance if they tried to pass)</p> <p>Signage highlighting one way direction system and maintain social distance.</p> <p>Only hirers and users will be permitted into the venue, non-users will need to wait outside the building to ease congestion and support social distance measures and maintain capacity numbers.</p>	<p>All Staff and visitors</p> <p>Hirers</p> <p>Kim Pears/Adrian Sissons</p> <p>Hirers and staff</p>	<p>From reopening, daily</p> <p>During sessions</p> <p>10th July</p> <p>Daily</p>
--	--	---	---	---	--

			<p>Front doors will not be left unlocked during phase one and two to support this, phase 3 will require increased management monitoring.</p> <p>Hirers are asked to assist NHS Test and Trace by keeping a temporary record of who attends its groups/events 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 control outbreaks)</p> <p>Hirers details will be passed onto NHS by the John Godber Centre Management if requested and hirers should be able to pass on details of all users and visitors (i.e. collecting parents/adults/speakers who entered the John Godber Centre by their invite) Hirers to update Centre with their current contact details.</p> <p>The John Godber Centre to sign in all Centre visitors who are non-group visitors.</p> <p>Business and Events hirers must implement a pre-registration system or contact free registration process for delegates in line with government guidance when hiring the John Godber Centre to</p>	<p>Staff</p> <p>Hirers</p> <p>Hirers</p> <p>Staff</p> <p>Business and wedding Hirers</p>	<p>Daily phase 3</p> <p>During sessions</p> <p>Prior to return</p> <p>Daily</p> <p>Ad hoc hire</p>
--	--	--	--	--	--

			<p>support NHS track and trace and this should be included in their risk assessment and advice to users prior to attending the venue. In line with guidance for wedding receptions both wedding couples and business hirers are recommended to use the Trusted Trace app or similar process. The app offers a simple solution specifically designed for wedding venues and is recommended by the Meeting Industry Association. The app will allow the venue to maintain a list of attendees for 21 days and ensure they have guest and suppliers contact information and can contact after the event.</p> <p>Communication to regular hirers to request users are made aware in advance of social distance, hygiene and current NHS/Government guidance in advance.</p> <p>Hirers risk assessments to cover plans for access to spaces and Test and Trace and Face coverings guidance as below.</p> <p>Face covering Government Guidance from 31st July - For members of the public, from</p>	<p>Kim Pears</p> <p>Hirers</p> <p>Hirers</p>	<p>During sessions</p>
--	--	--	--	--	------------------------

			<p>8 August the places where you will have to wear a face covering will be expanded to include... community centres.</p> <p>The government recommend face coverings are worn in these settings now but this will not be mandatory until 8 August. Public are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet. It is not compulsory for employees of indoor settings or transport</p> <p>Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and maintain social distancing. It is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.</p> <p>Face coverings should not be used by children under the age of 11 or those who</p>		
--	--	--	--	--	--

			<p>may find it difficult to manage them correctly”</p> <p>“You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</p> <p>Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound”</p> <p>People are expected to wear a face covering BEFORE entering a community building and must keep it on UNTIL they leave unless there is a reasonable excuse for removing it, or they are exempt.</p> <p>Typical activities where a person can remove their face covering in a hall, such as eating / drinking in a designated area (like a reception room) ; physical activity / exercise; the hall is their place of work. When a person isn’t doing these things they need to put their face covering back on. Face coverings can be removed if</p>		
--	--	--	--	--	--

			users are undertaking exercise or an activity where it would negatively impact their ability to do so.		
Transmission of COVID 19 due to not following hygiene recommendations	Staff Users Visitors Contractors Not washing hands or catching sneezes	Encourage good hygiene to all Centre Users Provide handwashing or sanitising facilities Posters displayed to promote good hygiene	<p>Employees and Centre Users reminded on a regular basis to wash their hands for 20 seconds with water and soap or use sanitiser provided by the Centre at entrances and exits or in the toilets or by hirers in their sessions.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it, to avoid touching face, eyes, nose or mouth with unclean hands. Signs in all rooms to promote this. Tissues will be made available for employees by the Centre and hirers recommended to provide in group sessions for users.</p> <p>Supplies of handtowels and toilet paper and hand soap / sanitiser regularly checked and restocked by the Centre in toilets and at entrances and exits.</p> <p>Signage for handwashing guidance displayed in all toilets and hand rub at entrance sanitising stations.</p>	Staff Kim Pears/Adrian Sissons Kim Pears Hirers Staff Kim Pears/Adrian Sisson	Ongoing 10 th July Prior to each room hired During sessions 10 th July

<p>Group activities in rooms Catching or Transmitting the virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u></p>	<p>Customers and hirers</p> <p>Venue users and hirers of the facility have a responsibility for managing risks arising from their own activities when they have control of the venue (rooms) and should take account of any guidance relevant to their specific activity or sector.</p> <p>Risk that hirers don't plan appropriately</p>	<p>The Centre will ensure rooms are cleaned prior to hire and all rooms have a bin for tissues and disposable face coverings to be disposed of during sessions.</p> <p>Regular communication with hirers to signpost them to appropriate guidance</p> <p>A group risk assessment will be required for usage by hirers for their individual sessions. Monitoring of hire types returning and bookings to ensure current guidance is adhered to for each booking (appendix A).</p>	<p>Bins to be emptied after every hire. Centre staff will leave the required furniture in the room ready for hire as per the agreed layout. Hirers are responsible for checking correct distance and placing furniture to meet their risk assessment measures at the start of their hire.</p> <p>Provide hirers with copy of Centre Risk Assessment Template along with current guidance for multi-use venues and risk assessments sources. Room measurements provided to aid planning for room layouts and hirers may plan for 1m+ distance measures with mitigation or 2m and will know if their users are households and can plan accordingly.</p> <p>Room sizes/maximum capacity</p> <table border="1" data-bbox="1198 1023 1756 1310"> <thead> <tr> <th></th> <th>W in cm</th> <th>L in cm</th> <th>Sqm</th> <th>Max cap</th> </tr> </thead> <tbody> <tr> <td>Portland</td> <td>1121</td> <td>2046</td> <td>229</td> <td>115</td> </tr> <tr> <td>Byron</td> <td>805</td> <td>875</td> <td>70</td> <td>35</td> </tr> <tr> <td>Bailey</td> <td>709</td> <td>875</td> <td>62</td> <td>31</td> </tr> <tr> <td>Suite</td> <td>875</td> <td>1514</td> <td>132</td> <td>66</td> </tr> </tbody> </table>		W in cm	L in cm	Sqm	Max cap	Portland	1121	2046	229	115	Byron	805	875	70	35	Bailey	709	875	62	31	Suite	875	1514	132	66	<p>Staff Hirers</p> <p>Kim Pears</p> <p>Hirers</p> <p>Kim Pears</p>	<p>Daily</p> <p>Before groups return</p> <p>Before groups return</p>
	W in cm	L in cm	Sqm	Max cap																										
Portland	1121	2046	229	115																										
Byron	805	875	70	35																										
Bailey	709	875	62	31																										
Suite	875	1514	132	66																										

	<p>Vulnerable visitors</p>	<p>Vulnerable visitors Certain groups of people are at increased risk of severe disease from COVID-19, including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out to take particular care to minimise contact with others outside of their household. Hirers should</p>	<table border="1" data-bbox="1200 373 1756 558"> <tr> <td>Lovelace</td> <td>394</td> <td>581</td> <td>23</td> <td>11</td> </tr> <tr> <td>Byron's Bar</td> <td>540</td> <td>700</td> <td>38</td> <td>19</td> </tr> <tr> <td>Activity Room</td> <td>942</td> <td>922</td> <td>87</td> <td>43</td> </tr> <tr> <td>Coates</td> <td>354</td> <td>665</td> <td>24</td> <td>12</td> </tr> </table> <p>The above are not necessarily the capacity numbers that should be used for activities. Each hirer should plan their own capacity based on their own layouts and hirers choice of distance measures for their activity (2m/1m+ mitigating risks) Layouts should be planned for side to side rather than face to face seating or standing wherever possible.</p> <p>Onsite meeting or telephone call with Centre Manager to review plans and risk assessments.</p> <p>This advice is recommended to be considered in hirers risk assessment – vulnerable users, noise</p> <p>Hirers advised:</p>	Lovelace	394	581	23	11	Byron's Bar	540	700	38	19	Activity Room	942	922	87	43	Coates	354	665	24	12	<p>Hirers</p> <p>Hirers</p> <p>Kim Pears Hirers</p> <p>Hirers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Prior to return</p> <p>Ongoing</p>
Lovelace	394	581	23	11																					
Byron's Bar	540	700	38	19																					
Activity Room	942	922	87	43																					
Coates	354	665	24	12																					

	<p>Aerosol transmission</p>	<p>consider this Government Guidance when planning their activities.</p> <p>Steps should be taken to avoid people needing to unduly raise their voices to each other. Users permitted to return from the 4th July do not play music/broadcasts so this is unlikely to be a risk. Hirers should consider this Government Guidance when planning their activities. Background music/dvds can be played at a low level.</p>	<p>The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire sessions. Sanitiser or soap and water will be available on entry and exit to the buildings for the public and monitoring of toilet supplies will be undertaken at regular intervals but hirers should plan to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities.</p> <p>Improved ventilation wherever possible. In Lovelace offer to change hire to Coates to aid this where opening of door not possible. All other rooms have external windows or doors that could be opened to improve ventilation.</p> <p>Hirers to provide Centre with copy of written risk assessment and plans prior to their return and have considered guidance for their sector taking account of the Centres risk assessment.</p> <p>Recommended this is shared with their customers directly but if asked for a copy</p>	<p>Hirers</p> <p>Hirers</p> <p>Kim Pears/ Centre Staff</p>	<p>During session</p> <p>Prior to return</p> <p>Daily</p>
--	-----------------------------	---	--	--	---

	<p>Staff and customers</p>		<p>Centre staff will share this information as a duty of care to those entering the venue. All groups will need their own insurance cover for hire in case of a coronavirus outbreak (this is likely to be covered by their current public liability insurance policy but the Centre encourages hirers to check this and any conditions of return insurers may have)</p> <p>Users should ask hirers for their risk assessments if they have any concerns about group activities as this is the hirer's responsibility when hirers have control of the rooms.</p> <p>Centre management to oversee bookings daily and liaise with regular hirers to plan for their return. Appendix A current guidance for groups that can return.</p> <p>If concerns raised by staff or users that hirers are not following advice or guidance and not taking steps to reduce the risk of transmission in their activities the Centre management will verbally discuss with hirers and follow up in writing in the first instance. If concerns continue as a duty of</p>	<p>Hirers</p> <p>Hirers</p> <p>Staff, management</p> <p>Kim Pears</p>	<p>Before return</p> <p>As needed</p> <p>During sessions</p> <p>As needed</p>
--	----------------------------	--	--	---	---

			<p>care for users and as responsible employers issues will then be followed up and reviewed by Operating Board and if necessary PCC who are the legal owners and employers and hire may need to be reviewed.</p> <p>If users of the Centre (who are the responsibility of hirers who have invited them into the venue) do not adhere to guidelines and control measures in place they may be asked to leave the venue. Staff will always consult hirers first to speak to users.</p>	<p>Operating Board/PCC</p> <p>Staff</p>	<p>As needed</p> <p>As needed</p>
<p>Private Hire of function rooms – Wedding Receptions Catching or Transmitting the virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u></p>	<p>Staff, hirers, guests and their suppliers</p> <p>Private hirers of the facility have a responsibility for managing risks arising from their own activities and their guests and suppliers when they have control</p>	<p>All other aspects of control measures from wedding guidance still apply during private hire from other points in this risk assessment.</p> <p>Appendix B highlights the considerations for the John Godber Centre relating to required government measures.</p> <p>Advance meeting between Centre Manager and couple to discuss and prepare plans for numbers, details,</p>	<p>Private Hirers to provide a guest list of all suppliers and guests and contact details. Trusted Trace App to be used which allows suppliers and guests to register and provide their contact details. This will be used by the venue for up to 21 days to contact guests directly if required.</p> <p>Agreement that if hirers or guests don't adhere to signed plans and requests to follow government guidance which are not resolved by the nominated person and safety of others is being put at risk (staff,</p>	<p>Private Hirers</p> <p>Kim Pears Private Hirers</p>	<p>Prior to reception</p> <p>Prior to reception</p>

<p>private hire with public invited</p>	<p>of the venue (rooms) in line with the terms of hire and should take account of any guidance relevant to their event.</p> <p>Risk that hirers don't plan appropriately or guests, hirers and suppliers do not follow plans or adhere to advice and social distance measures</p> <p>Private hire requires SMT bar service</p>	<p>seating plans and suppliers to ensure will meet Government guidance to reduce the risk of transmission. These will be confirmed in writing and signed by the private hirer confirming final guest and supplier list, terms and plans.</p> <p>A member of the wedding party should be nominated as an on the day contact for the venue for any concerns who can speak to guests or suppliers if not following the agreed terms.</p> <p>Appendix B lists specific considerations for hire for receptions at the John Godber Centre to meet government guidance and reduce the risk of transmission during reception.</p> <p>Improved ventilation (windows and non-fire doors being open throughout the day)</p>	<p>suppliers, guests and hirers) the Centre Manager or Duty Manager (on agreement with Centre Manager or Operating Board member) can close an event and end hire. This would be a last resort if all other efforts to resolve breaches in social distance are exhausted</p> <p>Suppliers to provide via the hirer or direct to Centre a copy of their risk assessment for the event and business insurance record for their activities.</p> <p>SMT bar service – table service only at the current time.</p> <p>Ceiling fans not to be used as they recirculate the air in the room which is not recommended.</p>	<p>Staff</p> <p>Private Hirers</p> <p>St Marys Trading Company</p>	<p>As needed</p> <p>Prior to reception</p> <p>As hired</p>
<p>Toilets</p>	<p>Customers come into close contact with one another and transmit the</p>	<p>Staff toilet checks hourly:</p> <ul style="list-style-type: none"> • Check toilet roll supply • Check soap available • Clean door handles • Wipe toilet handles and tap handles 	<p>Maximum of one person in ladies or gents at any one time – signage to ask customers to check on entry and wait for the previous person to exit. .</p>	<p>Kim Pears/Adrian Sissons</p>	<p>Prior to relaunch and ongoing</p>

	<p>virus whilst using the toilets.</p> <p>Customers pick up the virus from multiple touch points in toilet area (i.e. toilet flush, door handles, taps)</p>	<ul style="list-style-type: none"> Wipe hand drier/towel holder 	<p>Sanitiser station outside toilets to allow for handwashing prior to entry</p> <p>Supplies to be checked frequently through the day. Cleaning schedule will in place in each toilet. Maintain regular cleaning routine of door handles and touch pads during the day.</p> <p>Toilets <u>may</u> be changed to unisex to reduce queues in corridors where limited space. Gents urinals to be blocked with hazard tape to encourage cubicles to be used as unisex toilets.</p> <p>If there is a large queue for toilets users asked to wait in reception or their hired rooms until quieter. Hirers to inform users of this advice. The Centre is not able to close off toilets as access required for handwashing at all times.</p>	<p>Kim Pears</p> <p>Staff</p> <p>Staff</p> <p>Hirers</p>	<p>Prior to relaunch and ongoing</p> <p>Daily</p> <p>Review during phase 3 if necessary</p>
<p>Reception Area</p>	<p>Staff Customers Visitors Contractors</p>	<p>Removal of chairs from reception area to deter waiting.</p> <p>Signage to highlight social distance from reception desk and markings for staff</p>	<p>Social distance requirement (2 metres recommended or 1m+)</p> <p>Reception desk to be moved forwards so more space behind for staff to move away</p>	<p>Kim Pears</p>	<p>10th July</p>

	<p>Customers/staff come into close contact with one another and transmit the virus whilst</p> <p>Waiting in reception area</p> <p>Contact at reception desk</p>	<p>Hand sanitiser station at reception desk for staff and customer use</p> <p>Phase one opening no unexpected visitors, 2m floor markings and signage to be used to highlight distance to reception desk. Centre remains closed and doors locked for one in one out and visitors by appointment only</p> <p>All visitors to sign in and unknown visitors to provide contact information for test and trace</p>	<p>from the desk rather than rely on customer distance in front.</p> <p>Remove excess furniture from reception area</p> <p>Pull up banner in reception to encourage not entering if unwell, the social distance guidelines recommended (up to 2 households inside) Not interact with others not in their groups</p> <p>Reception to have a screen installed that shields staff from arriving visitors for phase 3 opening. Ring Doorbell reviewed to replace current intercom system, this will allow staff to see customers and speak to them via tablet app.</p> <p>If pens required, to be wiped first, preference for customer to use their own.</p> <p>Enhanced cleaning of reception desk, leaflet holders etc. as part of regular daily cleaning.</p>	<p>Kim Pears</p> <p>Kim Pears/Adrian Sissons</p> <p>Kim Pears</p> <p>Staff</p>	<p>10th July</p> <p>Reopening</p> <p>September reopening (Phase 3)</p> <p>Daily</p>
--	---	--	--	--	--

<p>Refreshments</p>	<p>Staff Customers Visitors Contractors</p> <p>Risk of transmission from customers using crockery and cutlery between groups</p> <p>Risk of transmission from staff serving drinks.</p>	<p>Refreshments in groups is a group control and this should be covered in their risk assessment.</p> <p>Centre will pause offering refreshments until further notice. Will be reviewed in line with SMT bar service.</p>	<p>Disposable cups to be provided by groups in phase one and two if require refreshments in sessions. Groups provide own refreshments. Centre provided equipment will be sanitised prior to group arrival. Groups to wipe surfaces and equipment regularly during sessions</p> <p>Phase three - Crockery and cutlery washed by groups and left out not returned to cupboards. Cupboards locked to avoid this. Rooms to be cleared immediately after use of crockery and kitchen dishwasher used to clean crockery and cutlery to a temperature of 55’c for wash (even if groups have washed)</p> <p>Staff use gloves/immediate handwashing when moving used crockery</p>	<p>Hirers</p>	<p>Ongoing</p>
<p>Payment</p>	<p>Staff Customers</p>	<p>Payment by bank transfer, standing order or cheque encouraged for all invoices rather than cash at reception.</p> <p>In the event of cash payment (and banking/cashing up), staff to wear</p>	<p>Regular groups have 7 days to make payment by bank transfer. A £10 late payment fee will be introduced to support increased admin for debt chasing from this change <u>if</u> results in regular non-payments</p>	<p>Hirers</p>	<p>Weekly</p>

	Risk of transmission from cash handling	disposable gloves and use a tub/glass when accepting payment and regular sanitising between contact.	Groups should consider cash payments from user groups in their risk assessments and handling multiple cash transactions.	Hirers Staff	
Cleaning	<ul style="list-style-type: none"> • Staff • Volunteers • Preschool Staff • Children • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>Anyone else who physically comes in contact with you in relation to the Centre</p> <p>Transmission of the virus through not cleaning surfaces,</p>	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Normal cleaning methods do kill the virus so there are no changes required in the day to day cleaning other than increased daily cleaning to high contact areas. Current booking times allow for cleaning between sessions.</p> <p>Working in well ventilated rooms whilst cleaning where possible.</p> <p>In the event of a known case of COVID-19 in the venue the following government procedure will be followed: https://www.gov.uk/government/publications/covid-19-</p>	<p>The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire sessions. Sanitiser or soap and water will be available on entry and exit to the buildings for the public and monitoring of toilet supplies will be undertaken at regular intervals but hirers should plan to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities. Hirers may wish to sanitise surfaces on arrival for equipment and surfaces they will be using and at the end of sessions. The Centre cleaning team will sanitise and clean rooms and furniture between hire and deep clean the venue regularly.</p> <p>Frequent cleaning of touchpoints in the venue by Centre Staff.</p> <p>If hirers take out any equipment (extra chairs/tables) they should sanitise it prior to use and after use</p>	<p>Hirers</p> <p>Staff</p> <p>Staff</p> <p>Hirers</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

	equipment, workstations	<u>decontamination-in-non-healthcare-settings#history</u>			
Bookings	<p>Customers</p> <p>Showrounds of venue and completion of booking information</p> <p>Risk of transmission from customer being handed paperwork and close contact showrounds (staff/ customers)</p>	<p>Booking forms can be completed electronically (payment of deposits by bank transfer) to reduce face to face contact</p> <p>Visits by appointment only</p> <p>Social distance of 2m during visits</p> <p>Visits conducted with staff so sanitising of equipment/contact points can be controlled</p> <p>Sanitising stations at entrance and exits</p>	<p>If pens required for forms to be completed onsite pens to be wiped first, preference for customer to use their own.</p> <p>When appointments booked highlight social distance measures and minimal visitors to attend (2 households)</p>	Team members on shift.	From reopening and ongoing
Fire Evacuation or Accident	<p>Customers</p> <p>Distance not maintained</p>	In the event of fire evacuation or accident people do not have to stay 1m+ or 2m apart if it would be unsafe to do so.	Normal evacuation procedures apply.		

Bar Service –					
<p>Table Service only from 15th August for Private Wedding Receptions for up to 30 people for seated meal as hired</p> <p>(To be reviewed once additional functions or increased numbers allowed)</p> <p>Guidance for pubs and bars and small wedding receptions used</p>	<p>Staff, Customers, Hirers and Suppliers</p> <p>Risk of transmission from close contact between customers and staff</p> <p>Transmission risk from serving customers crowded at the bar or closely at a table</p> <p>Transmission between members of the team or customers who may not be aware that they have the virus. Staff behind the bar in small space, sharing of equipment</p>	<p>No service from the bar (currently only table service permitted) Table Service only, which will be 2 households only up to 10 people (15 tables maximum) No seating in the bar areas until social distance measures removed (initially only sit down meal permitted and then space required for queuing) Signage in place to highlight this at entrance to bars and on bar fronts.</p> <p><i>When can provide bar service screens and floor dots to be considered.</i></p> <p>Service from the bar and table service is possible from 1m+ with other measures, in line with government guidance for wedding receptions staff are encouraged to wear a face covering.</p> <p>Staff to work back-to-back or side-to-side (rather than face-to face) whenever possible and to keep the activity time involved as short as possible.</p>	<p>Staff to stand 1m+ away from the customer to take order. Card payment preferred (GPRS card machines) but cash payments can be made. Staff to stand 1m+ away from the table to take payment (side onto the customer) with machine. If paying cash this is to be placed on the tray at the table and gloves or sanitising measures used when handling. Card machines sanitised between uses.</p> <p>Staff to wear visors during table service and glass collection which isn't a replacement for social distance measures and is specific for wedding guidance. <i>If table plans don't permit space for drinks delivery collection points to be added. Screens to be installed once bar service resumes if distance measures remain in place.</i></p> <p>Putting teams into shifts to minimise the number of workers interacting with each other where possible.</p>	<p>Kim Pears/ Adrian Sissons</p> <p>JGC & SMT staff</p> <p>JGC & SMT staff</p> <p>St Marys Trading Company</p>	<p>Before first bar opening.</p> <p>During service</p> <p>During service</p> <p>Phase 4</p>

	<p>Risk of transmission from staff serving drinks. Risk of transmission from customers returning glassware to the bar.</p>	<p>Regular cleaning of bar areas during service including work areas, taps, tills, spirit bottles, ice scoops and fruit tongues, card machines, tills, bottle openers, fridges and glasswasher that are used by multiple staff members.</p> <p>Only staff to collect glasses from tables. Glasswasher used to clean glasses to a temperature of 55°C for wash and 65°C for rinse. Fresh glass used for every serve.</p>	<p>Staff allocated set areas and tables to reduce contact with multiple customers and colleagues Further increasing the frequency of hand washing and surface cleaning. Sanitiser stations at entrance to the bars (freestanding) and stations for staff use behind the bar. Mini portable sanitiser on bar keys for use before opening hatches and cellars if freestanding station not in place during non-events. . Staff to be reminded frequently of importance of good hygiene to reduce transmission of virus. Where possible staff assigned own equipment.</p> <p>Glass collectors provided with disposable gloves when collecting glasses. Option to collect glasses when serving drinks to the table or ask customers to place on the tray and hand sanitiser used immediately after each individual collection. Staff can ask for glasses to be put at the collection point if not space to collect them from the table. Staff will only touch the bottom 1/3 of glass when pouring drink. Glasswasher door regularly sanitised. Fresh glass for every serve.</p>	<p>JGC & SMT staff</p>	<p>During service</p>
--	--	---	---	----------------------------	-----------------------

Staff Safety –

Staff Health Awareness – people who need to self-isolate:

To make sure individuals who are advised to stay at home under existing Government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

All staff to be aware that the most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19

Discussions with staff members to consider whether the people doing the work are especially vulnerable to COVID-19.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will follow the decontamination in non-healthcare guidelines and notify groups (who should have records of their users retained for 21 days)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

If employees are advised they have come into contact with someone who has Covid 19 they should follow this guidance and not come to work.

Social Distancing	Transmission from customers and staff who do not follow	<u>Maintain current social distancing guidelines</u>	Signage to promote current social distance measures and information on current gatherings.	Kim Pears / Adrian Sissons	From reopening
--------------------------	---	--	--	----------------------------	----------------

	social distancing guidance.	<p>4.7.20 – 2m distance or 1m+ with mitigation. Indoor gatherings should only be occurring in groups of up to two households (including support bubbles) and this remains the recommended guidance. As the importance of social support and businesses restarting certain activities can take place</p> <p>Appendix A highlights activities that can go ahead in multiuse venues</p>	<p>If customers not following will be highlighted to hirers in the first instance as their visitors and they are responsible for them. Staff may ask visitors to leave if their safety is at risk from visitors not following social distance measures.</p> <p>Staff have been offered personal visors if they wish to have one (following guidelines for close contact businesses) Not a general control measure as not expected to have increased contact for periods of time or be in busy enclosed spaces with public but visors will be optional for staff if they wish</p>	All team members	Daily
Staff Rotas	<p>Staff</p> <p>Transmission between members of the team who may not be aware that they have the virus.</p>	<p>One AM and One PM Duty Manager</p> <p>One Cleaning Support Team Member</p> <p>Staff do work in their own areas and 2m distance is planned</p>	<p>Staff to work back-to-back or side-to-side (rather than face-to-face) whenever possible and to keep the activity time involved as short as possible if activity required this.</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>Sanitise station available in the office and reception and staff to be reminded</p>	All team members whilst working on shift.	From reopening and ongoing.

			<p>frequently of importance of good hygiene to reduce transmission of virus.</p> <p>Regular cleaning of touchpoints in the offices. Staff recommended to clean desks, kettles, phones and equipment at the end of the day ready for the next person but also at the start of the day for their own use.</p> <p>Antibacterial wipes are provided in the office for use in high contact surfaces in the office – keyboards, phone, photocopier, kettle, pens etc.</p>		
Deliveries	Cleaning, Stationary, Refuse	<p>Deliveries to maintain 2m distance at all times – staff to remind delivery drivers.</p> <p>Delivery driver to place orders in reception at a distance of 2m paperwork to be signed at a distance. Staff to put deliveries away.</p>	<p>Only one person to be in the cellar at any time (beer cellar or wines/ spirits store) cleaning cupboards and general store room</p>	All team members whilst working on shift	From reopening and ongoing.
Travel Transmission through travel to workplace (or	Staff Customers	<p>Staff are encouraged to drive their own vehicle, walk or cycle to work where possible.</p>	<p>If using public transport all should follow current advice (wear face coverings)</p>	Staff	Daily

<p>venue for customers)</p>		<p>The Public Car Park is owned by St Mary Magdalene Church. It does have two exits – via St Mary Magdalene Churchyard and via ramp to Ogle Street.</p> <p>The Centre has no business neighbours opening nearby.</p>	<p>Hirers can advise the alternative route to users to reduce risk to their hirers who may arrive together but not be aware of alternative route to entrance.</p>	<p>Hirers</p>	<p>Ongoing</p>
<p>PPE Wearing of PPE for tasks</p>	<p>Staff</p>	<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p> <p><u>Wearing of Face Coverings</u></p> <p>For staff the wearing of face coverings is a personal choice in non-public areas and we will support employees who wish to wear one but there is no requirement to wear one in the workplace. There is currently no</p>	<p>Gloves are available for use in areas where unknown public may have been when cleaning. Handwashing is promoted to reduce contamination on surfaces. Wearing of gloves is not a substitute for good hand washing</p> <p>For members of the public, from 8 August the places where you will have to wear a face covering will be expanded to include community centres.</p> <p>The government recommend face coverings are worn in these settings as soon as possible but this will not be mandatory until 8th August. Staff are</p>		

		<p>evidence that using face masks outside of a healthcare or clinical setting will protect people from coronavirus.</p> <p>https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business</p> <p>Aprons Single use aprons are provided for Beer Line Clean and PPE is not shared between staff.</p>	<p>strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where they will come into contact with people they do not normally meet. It is not compulsory for employees of indoor settings to wear face coverings. There are a number of other control measures in place to reduce the risk of transmission in the venue, with social distance and increased hygiene procedures in place.</p> <p>If choosing to wear a face covering staff should wash hands before and after putting on and removing. If it becomes damp change it and wash daily or dispose of carefully.</p> <p>Visors have been provided for staff to wear should tasks require them to work in spaces with public however it is not a general measure to wear at all times due to the low risk of close contact at this time and other control measures in place.</p> <p>The John Godber Centre plans for external queuing and no waiting in public corridors, along with group management of their</p>		
--	--	---	--	--	--

			<p>activities and all areas are over 1m+ face coverings are recommended but not mandatory for staff where working in areas away from public and distance can be maintained (i.e. office, cleaning rooms etc.)</p> <p>Staff do not have to wear uniforms but fresh clothes each shift are requested.</p>		
Suspected or confirmed case of COVID 19					
<p>Suspected or confirmed case of COVID 19 in the venue</p> <p>First Aid</p>	<p>Infection and spread of COVID 19</p> <p>Staff</p> <p>Customers</p> <p>Visitors</p>	<p>If someone becomes unwell with COVID-19 at work or in a group session the dressing room has been designated as an isolation point until transport home or to hospital is available. This space has a toilet and handwashing facilities it can be accessed from the outside of the venue directly.</p>	<p>A COVID First Aid box is also located in this area including – aprons, gloves, masks, shields for both patient and attender</p> <p>The person is advised to seek medical assistance and book a test as soon as possible and full cleaning of the areas they have been is required in line with guidance.</p>	<p>Hirers</p> <p>Centre Staff</p>	<p>As necessary</p>

		<p>If notified of a suspected case of COVID-19 or confirmed case of COVID-19 follow appropriate procedure and measures for :</p> <p>Unconfirmed case</p> <p>Confirmed case</p> <p>Staff member</p> <p>The John Godber Centre does not need to immediately close the venue or send staff home unless advised to do so by Public Health England and NHS Test and Trace will advise the appropriate steps.</p> <p>Each case will be reviewed on a case by case basis.</p>	<p>In the event of a known case of COVID-19 in the venue the following government procedure will be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings#history</p> <p>Users should contact their hirer immediately and the John Godber Centre team.</p> <p>If a confirmed case Contact the local health protection team from Public Health England for advice</p> <p>PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA</p> <p>Phone: 0344 2254 524 Out of hours for health professionals only: please phone 0344 2254 524 (select option)</p> <p>If the Centre is contacted by the NHS test & trace, follow and answer all their</p>	<p>Centre Staff</p> <p>Hirers</p> <p>Kim Pears</p> <p>Centre Staff</p>	
--	--	--	---	---	--

			<p>questions and follow their advice. Have available all the details of the hirers and staff available on the day in question and of any suppliers/contractors.</p> <p>Hirers notified of a case of COVID in their group should contact the John Godber Centre team. Kim Pears, Centre Manager is the nominated COVID-19 contact and can be contacted on 0115 963 9633 or email manager@johngodbercentre.co.uk</p> <p>Report to the Health & Safety Executive as part of RIDDOR as necessary.</p>	Hirers	
--	--	--	---	--------	--

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Appendix A = Current activities permitted in Multi use venues

From the [Government guidance for multi-purpose venues updated 14th August 2020](#) community venues can open for the following activities:

- Community and Voluntary Services which have been able to operate prior to 4th July (National Blood Service/Food Banks)
- Early years provision (if following education guidance) Where activities relate to children and young people between the ages of 5-18, they should follow the [DfE guidance on protective measures for out-of-school settings](#). This is relevant for providers running holiday clubs, after-school clubs, tuition or other out-of-school provision, including sports-related or dance activities.
- It is possible for social and support groups and clubs to meet as the Government recognises the importance of these activities for individuals and these can proceed with caution in venues that have been made COVID-19 Secure where groups can maintain distance in their sessions and not interact with anyone outside of their group. Groups can be over the 30 people limit if distance can be maintained and good hand hygiene measures are in place. *However, in general, people are being advised to only meet indoors in groups of up to 2 households.*
- From 15th August, indoor performances to socially distanced audiences can take place, if in line with [performing arts guidance](#) along with rehearsals. Both professionals and non professionals can now engage in singing, wind and brass in line with this guidance. Partner dancing (classes) less than 2m with couples not from the same household should not take place.
- Indoor sporting facilities, fitness centres and dance studios can now open. For venues wishing to provide such activities, please follow this [guidance on sports and leisure facilities](#).
- Where possible where meetings can take place digitally rather than face to face contact, they should continue to do so. However community venues can be used for physical meetings within the social distance guidance and if “safe workplaces guidance applied”
- Shops (including indoor markets), places of worship and office spaces guidance apply to any of these activities taking place in community venues and can resume.
- Large wedding receptions or parties should not currently be taking place (including social gatherings) where social distance cannot be maintained and the government recommendations on number of households who can meet indoors will be exceeded (currently two) Small wedding receptions (up to 30 people at a sit down dinner) can take place from the 15th August. *Appendix lists specific considerations for this private hire where less control measures than business or group hire.*

Appendix B = Wedding Reception/ Private Hire considerations

From the Government Guidance for [wedding and civil partnership receptions and celebrations updated 14th August 2020](#)

From 15th August receptions and other celebrations for weddings and civil partnerships can take place for up to 30 people for a sit down meal. By their nature bringing family and friends together, though they know each other, above two households indoors means weddings are vulnerable to the spread of COVID-19.

The John Godber Centre has a robust risk assessment already in place for the venue to reduce the risk of transmission and these measures would still be able to be applied to private hire as listed in this risk assessment including, signage and advance planning so no one visits the venue if unwell, movement around the venue, reduced capacity numbers, access to hand sanitiser at key points and handwashing facilities, management of toilets and promoting good hygiene, increased cleaning and social distance measures around the venue and these can apply to support the new guidance for wedding receptions.

Specific measures the John Godber Centre have considered to ensure it can safely host a wedding reception in line with the guidance –

- ☀ 'Reception' and 'celebration' definition is - "A gathering of people to mark the occasion of the marriage or civil partnership of a couple" Any new bookings for wedding receptions (while other parties and socials are not permitted) would be asked to provide evidence of a recent ceremony (taking place from the 4th July 2020) or confirmation of a ceremony taking place on the day of the reception (civil ceremony or place of worship)
- ☀ The guidance advises that the maximum number is 30 people this includes the couple, their wedding guests and any third party suppliers. Third party suppliers include photographers, cake suppliers, decorators, entertainers etc. Couple to confirm suppliers in advance and that they have provided a risk assessment and are an insured business supplier and will wear appropriate PPE. Currently all third party suppliers setting up, during and after the reception count as part of the 30 number permitted.
- ☀ The reception is possible for a seated meal only, the Centre can provide waiter/waitress drinks service or drinks packages to the table and has card machines to support this. Professional caterer recommended who can provide catering for the sit down meal using the Centre kitchen. Couple to confirm suppliers in advance and that they have provided a risk assessment and are an insured business supplier and will wear appropriate PPE
- ☀ The John Godber Centre would work with couples to determine a suitable seating plan to meet the requirement that all guests are 2m/1m+ with mitigating measures distanced from other households. The room can hold up to 15 double tables (12 when has a dance floor) so we are confident there is space for 30 guests to be seated apart with a combination of household sizes and this will be reviewed with each change in permitted numbers.
- ☀ Venue managers should record and keep an accurate record of guests and suppliers for 21 days. The [Trusted Trace app](#) we propose to use offers a simple solution specifically designed for wedding venues and is recommended by the Meeting Industry Association. The venue, wedding planner or couple can

set up an event by adding basic wedding details. The app will create a unique link to send to guests and suppliers, 24-48 hours before the wedding. Those attending will click on the link, add their contact details and complete a short COVID declaration. The John Godber Centre will then have the full list of suppliers and guests attending. If anyone arrives having not completed the online check in, we can either add their details or send them a link to complete their details on their phone. There is then a quick, secure option to send a message to guests and suppliers after the event if anyone shows symptoms (without the couple having to contact all their wedding guests individually)

- 🌟 Entertainment - dancing isn't possible at this time so the area normally left for a dance floor can be used for additional seating. It is possible to have a DJ or band still if they work within the guidance for [performing arts](#) Sound levels would be at a reduced level to ensure guests or staff do not need to unduly raise their voices as increased volume can increase aerosol transmission. This sadly means no singing along or chanting and entertainment providers are asked to support this by encouraging audience support for the overall safety of all should singing/dancing occur. Seating would begin 2m+ from the stage and on stage entertainers (unless from the same household) would need to be distanced from each other, 2m/1m+ if other measures such as screens. Solo artists or small bands are preferred. Amplification is recommended for speeches and entertainment and improved ventilation (windows and non-fire doors being open throughout the day)
- 🌟 Hugs, kisses and welcome lines where there would be physical contact can't take place for those not of the same household. Cake cutting is allowed but guests would be recommended to be invited up to take photos a household at a time from their table rather than all gathering together and our team could support this or entertainer or member of wedding party. Confetti and bouquet throwing where things are passed between people should be avoided. At stations where objects may be touched, guest books, disposable photo equipment hand sanitiser should be provided. The exchange of cards and gifts should take place away from the venue, thank you gifts or tokens for the couple.
- 🌟 Sweet/cheese carts, chocolate fountains and photo booths aren't recommended due to the risk associated with them and their communal nature and that they wouldn't be part of a seated meal at this time.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Jane Haywood

Signed on behalf of employer _____

Employer: The PCC of the Ecclesiastical
of Hucknall Torkard _____ Date: **1st August 2020**

Who to contact: **Kim Pears 0115 963 9633 manager@johngodbercentre.co.uk**
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)