

BIRDWOOD HOUSE RE-OPENING POLICY FOR HIRERS

Version: 2nd September 2020

The Trustees welcome you and your attendees to Birdwood House. We aim to be safe and comply with Government guidance while at the same time making it simple and comfortable for everyone. This document explains the arrangements at Birdwood House to help you run your classes safely.

The arrangements at Birdwood House

- At least 5 days before your first class you will need to complete a risk assessment and returned it to us. If this has not been done, you will need to pay for the room hire and cancel your class.
- Extra time has been allowed for you to set up/clean down the room and safely settle the attendees.
- A queuing system has been introduced to keep attendees apart and allow them to enter the class one at a time. They also need to leave the class one at a time. While in the class it is your responsibility to ensure everyone is as safe as possible.
- Class size has been reduced as follows:

	Floor exercise	Sitting
Front meeting room	8	14
Rear meeting room	6	8
Kitchen meeting room	-	10

In addition to these numbers one teacher or practitioner

Risk assessment

- The risk assessment can be downloaded from the Visit and Contact page of the Birdwood House website:
<https://www.birdwoodhouse.org.uk/covid-19-information/>
- Consider the rows relevant to your activity, note the actions already prescribed and ensure you comply with these. In the column asking about anything else you will be doing to manage the risk, add anything you will be doing in addition. There are some suggested options in this column, you should use this column to describe your additional risk management.
- Once completed return the completed form to emily@birdwoodhouse.org.uk at least 5 days before your first class.
- Ensure you communicate advice/instructions to attendees and check they are not an infection risk.

Setting up your class

- Decide how you are going to arrange the attendees so as to ensure safe distancing, and carry out the actions identified in your risk assessment.
- Windows are to remain open at all times during classes to provide a gentle flow of fresh air. If your class finishes after 5pm please shut the windows before leaving the room. Not all windows open.
- Clean surfaces that might be touched, such as tables.

The queuing system

- Please ask your attendees to wait outside while you set up the room.
- At the class start time go to the front door and ask your class to come to the class room one at a time maintaining a safe distance, they should sanitize their hands at the bottom of the stairs and may want to avoid using the handrail.
- Remind them that no personal effects are to be left on the landing, attendees should keep their things with them at all times, they may want to bring a carrier bag to help contain things and arrive class-ready if possible.
- Once in the class the safety of the attendees is your responsibility, please see risk assessment.
- At the end of the class, attendees should leave one at a time maintaining a safe distance.
- If there is another class running at the same time in the building, please work with that hirer to ensure that your attendees do not enter/exit at the same time.

Cleaning up after your class

- Once everyone has left the room please take a moment to wipe down any surfaces that may have been touched, and leave the room clean and tidy for the next class.

Summary

- Fill in and return your risk assessment
- Communicate with your attendees beforehand:-
 - o Their contact details for tracing if someone tests positive
 - o Payment method
 - o Waiting outside for class (be on time)
 - o Come class-ready with a bag for personal effects
 - o Do not come if you are an infection risk (symptoms, contact, travel).
- Follow the guidelines and procedures while in the building