



St Mary's – Creative Space

Addendum to Hire Conditions of Use – Covid-19



In addition to the St Mary's Creative Space Conditions of Use all hirers will also need to comply with this Covid-19 addendum.

This has been put together with reference to the current government guidance **and is subject to change**. The conditions below should also be considered within your activity risk assessment.

Enquiries for bookings will be reviewed by the Arts and Events Team and assessed against 3 key tests – these tests are similar to those used by the Events Team and SAG (Safety Advisory Group) and will provide confidence that hirers are capable of running events safely.

1. Do the organisers have the experience, resources and track record to write implement and manage a Covid risk assessment and social distancing plan?
2. Is SMCS suitable for the scale and type of event activity to support social distancing and are the numbers attending realistic? If the event has run in the past has there been changes to the site size, layout or numbers on site?
3. What is the likelihood the audience, will be willing and likely to follow social distancing for the duration of the event including exit due to the activities on site including the sale of alcohol?

Once an event is in the diary hirers must undertake a Covid-19 secure Risk Assessment for the activity and if appropriate a Location Plan that they are undertaking and ensure all issues on the checklist are assessed.

The Arts and Events Team will review the hirers risk assessment and location plan and must be satisfied it passes the 3 tests and responds to *Covid Risk Assessment Considerations* document. If the risk assessment is accepted a booking can then be confirmed.

CWAC reserve the right to not accept a booking for St Mary's if the event does not pass the 3 tests and the Covid risk assessment does not address all the considerations relevant to that event.

Phased reopening

Phase Five – From 23 July 2021

- Limit of 75 in the building based on Qwest Risk Assessment
- Performance by small groups and bands to an audience will be permitted
- Performance (to an audience) by choral groups or brass bands / wind instrument ensembles will not be permitted – due to the concerns around the combined effect of aerosols from performer and audience - this will be reviewed.
- Rehearsals of choirs, choral groups and wind and brass groups (without an audience) will be permitted.
- Dance and Physical Theatre events will be considered on a case by case basis.

Phase Six – Once roadmap allows and piloted opening with social distancing has proven successful and R rate stays low.

- Choral, brass and woodwind performers can perform with an audience

Addendum to Conditions of Hire

3 Booking Period

3.2 The hirer must consider any additional time needed to set up and take down, clean and tidy after their event. Additional time may be needed to ensure that social distancing can be adhered to.

5 Capacity and Layout

5.2 To comply with Covid-19 Government Guidelines St Mary's will limit the number of people in the building at any one time.

- **From Friday 25 July 2021** - numbers in the building must not exceed 75 (this includes all attendees, including performers, audience, staff and volunteers). Under no circumstances must the capacity of the premises be exceeded.
- **TBA** – further stages as restrictions are relaxed and subject to success of previous stages of reopening of St Mary's, local R rate, local approvals.

5.4 Building and event layouts no longer need to enable 2m social distancing at all times. But you may consider supporting this for staff and performers who are face to face with other people and for movement around the building or for those audience members who feel more vulnerable.

6 Safety

6.3 All hirers must complete a full Covid-19 risk assessment of their activity or event and provide a copy in advance of their hire for approval. Please see the *Covid Risk Assessment Considerations* document.

6.9 The hirer must familiarize him/herself with the Covid-19 guidelines

10 Care of the Building

10.4 Crockery and cutlery are not available for use currently in St Mary's, there is a disposable cup dispenser in the kitchen.

10.9 Qwest will ensure that a venue is cleaned at the start of a hire.

10.10 Hirers will be responsible for any cleaning during the period of their hire. They will be provided with cleansing equipment to ensure that touch points and other surfaces can be cleaned during the period of their hire. This includes any occasion where a hire runs for more than one day.

12 Liability for Damage / Injury

12.5 The hirer must ensure that their Public Liability Insurance continues to cover them for events in the current circumstances.

23 Covid-19

Risk Assessments

23.0 Qwest have undertaken a full risk assessment of the site. Qwest have identified all potential risks and implemented appropriate safety measures to ensure the site is COVID safe. This includes sanitiser etc

23.1 Hirers will comply with the actions identified in the Qwest site risk assessment which is available on the website

23.2 Each hirer will undertake own risk assessment for their activity (including cleaning) using current Government guidelines. Each hirer must assess the layout for each activity.

23.3 Hirers may use the *Covid Risk Assessment Considerations* document to support the writing of their Risk Assessment.

23.4 Hirers will be responsible for ensuring those attending their activity or event comply with Covid-19 guidelines, the site risk assessment and their Covid risk assessment.

Hires

23.5 There will be a maximum of one hire booked into the venue each day.

Communication with attendees

23.6 The hirer should email audience, company, staff, volunteers to request that they do a Lateral Flow Test within 24 hours prior to attending the event and not to attend if they or anyone that have been in contact with have any Covid-19 symptoms, been asked to isolate, or has tested positive. [suggested wording for this is at the end of this document].

Covid-19 symptoms

23.6 Hirers will make sure that everyone attending their activity or event understands that

- they **MUST NOT ATTEND** if they or anyone in their household has had Covid-19 symptoms (unless they have had a negative Covid test or have self-isolated for 14 days from the onset of symptoms),
- if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

23.7 If someone becomes ill on the premises with COVID-19 symptoms then they and their group should leave immediately, or if waiting for transport, be moved to a designated waiting area (outside in the porch if possible, this may mean an alternative exit is required for other attendees).

Test and Trace

23.8 The venue will display its own NHS QR code poster to support NHS Test and Trace, attendees over 16 should scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details, not just a lead member of the group. This is to ensure everyone receives the necessary public health advice in a timely manner. See 23.10.

23.9 The hirer does not need to register for their own NHS QR code poster. We feel this would be confusing for attendees.

23.10 Hirers will keep details of each activity and all attendees (including volunteers, staff and performers) to support NHS Test and Trace. Hirers are required by law to keep records of the following details for attendees (unless they have 'checked in' using the NHS QR code and Covid-19 app):

- Name of individual
- Contact phone number for the individual
If a phone number is not available, you should ask for their email address instead, or if neither are available, then postal address.
- Date of visit
- Arrival time
- Departure time or Estimated departure time (where possible as this can reduce the numbers that need to be contacted by NHS Test and Trace Teams)
- Name of assigned staff member, if a visitor will interact with only one member of staff eg for a workshop.

Data should be collected in a way that is manageable for the hirer eg online booking system, paper record; but must be stored securely and in accordance with GDPR. Hirers will need to ensure the data is retained for 21-days and then destroyed, and that it should be also be made available upon request by NHS Test and Trace or Cheshire West and Chester Council Outbreak management Hub. More information on managing the NHS Test and Trace system can be found here https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=26574a86-d87a-46bf-8383-0035631a4235&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily#failure-to-comply

23.11 If someone does not wish to share their details, entry does not have to be refused but visitors should be encouraged to share their details to support NHS Test and Trace. The accuracy of the information provided will be the responsibility of the individual who provides it.

23.12 Exempt visits: Details are not required from: A police officer or emergency responder on duty, suppliers or contractors making a delivery or collection, those under the age of 16, if someone does not have the mental capacity to provide their contact details.

23.13 Collecting contact details and maintaining records for NHS Test and Trace is no longer a legal requirement but we are continuing it at St Mary's as local infection rates are still high.

Supporting Social Distancing

23.10 Hirers should consider whether people attending (audiences, performers, staff, volunteers)

- Can be allocated seats
- Can be seated in household groups if possible
- Have the opportunity to social distance if they choose to

23.11 The audience for a performance event should remain seated not standing

23.12 Audience should not get up to dance during a performance

23.13 If possible attendees should be seated when consuming refreshments

23.14 No drinking/refreshments at the end of an event to discourage social interaction and support an orderly exit.

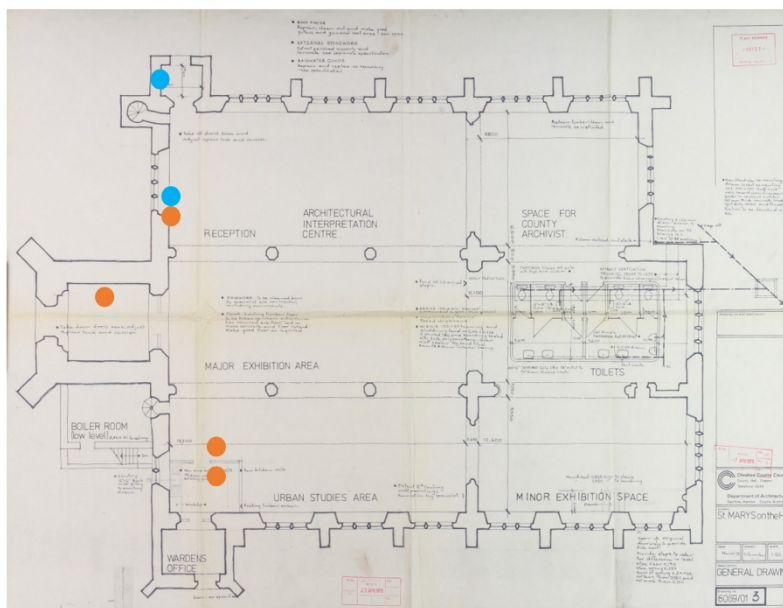
Payments

23.15 Contactless payments should be used where possible

23.16 For ticketed events online ticketing should be used where possible

Hygiene

23.17 A hygiene station will be located at the entrance to the building and attendees should be instructed to use hand sanitiser on entry and exit.



Key

- Location of NHS QR code poster for test and trace:
 - Porch
 - On entering
- Location of hygiene stations:
 - On entering
 - Inside Kitchen
 - Outside kitchen
 - Bell tower (in case of one way system)

23.18 There will be 4 hygiene stations within the building as well as the 3 toilet facilities to enable attendees to access hand cleansing when required. A plan shows where the hygiene stations are located. A hygiene station includes: Anti-bacterial gel, Anti-bacterial Wipes and a yellow bin just of the disposal of tissues and wipes.



Aerosol and droplet transmission

23.19 Those in the building should wear face coverings unless they are exempt, or they are eating or drinking

23.20 Performers should wear a face covering wherever possible

23.21 There should be no audience singalongs

23.22 Interval / incidental music should be kept to a minimum to mitigate against people raising their voices to talk to one another.

23.23 Performance (to an audience) by choral groups or brass bands / wind instrument ensembles is not permitted in St Mary's currently. However, rehearsals of choirs, choral groups and wind and brass groups (without an audience) are permitted.

23.24 There should be a distance of 4m between any singer, wind instrument player, brass instrument player or dancer and the audience

Cleaning

23.18 Qwest will ensure that the venue is cleaned at the start of each hire wherever possible. If this is not possible the hirer will be informed.

23.19 Hirers will be responsible for any cleaning during the period of their hire. They will need to provide their own cleansing equipment to ensure that touch points and other surfaces can be regularly cleaned during the period of their hire. This includes any occasion where a hire runs for more than one day;

- Touched surfaces (eg door handles, light switches, windows, chairs, tables, pens, props) to be regularly cleaned
- Cleaning materials should not include bleach due to the fabric of the building.
- Please take care cleaning electrical equipment and switches eg do not spray them - Use cloths!

Movement around the building

23.19 Male and Female toilets will become unisex and will have a lock on the external door ensuring that they are one-person entry (signage to encourage this).

23.20 Queues to toilets and refreshments should be managed

23.21 Entrance and exit should be managed (potentially staggered entry times dependent of numbers attending and a managed exit)

23.22 There will be floor markings up to the reception desk to support social distancing on entering the building.

23.23 The hirer may need to temporarily mark some areas to support social distancing

Building closure

23.24 CWAC will have the right to close the venue if there are safety concerns relating to COVID-19

Eg An event attendee develops symptoms and a deep clean is required or Covid secure guidelines are not being adhered to or in the event of government guidance changing. If closure is necessary, we will do our best to inform hirers promptly and they will not be charged for their hire during the closure period.

Types of Events

23.25 The event scenarios below and their considerations should also be thought about.

Event Scenarios

Events must fit within the scenarios permitted below and consideration of the rules noted should be made within hirers risk assessments.

Theatre style seating for audience on one side of the performers.

- Film
- Musical performance
- Drama
- Dance
- Cabaret
- Lecture
- Conference
- Meeting

Additional considerations:

- the above Conditions are adhered to
- there should be a distance of 4m between any singer, wind instrument player, brass instrument player, anyone who raises their voice during a performance, physical theatre performer or dancer and the audience
- all performers maintain a 2m distance with audiences
- the audience, will be willing and likely to follow any guidance for the duration of the event (including on exit) given the nature of activities on site

Theatre style seating for audience on more than one side with performers in the middle.

The above considerations for **Theatre style seating for audience on one side of the performers** are given thought as well as:

- consideration is given to the more complicated arrival and exit of audiences at the start, interval and end of a performance

Audience standing for performance

- Music or other performance

NOT currently permitted during as more difficult to ensure audiences don't mingle.

Cabaret style seating for audience on one side of the performers

- Film
- Musical performance
- Drama
- Dance
- Cabaret
- Lecture
- Conference
- Meeting
- Social event
- Workshop

Additional considerations:

- the above Conditions are adhered to
- there should be a distance of 4m between any singer, wind instrument player, brass instrument player, anyone who raises their voice during a performance, physical theatre performer or dancer and the audience
- all performers maintain a 2m distance with audiences
- the audience, will be willing and likely to follow any guidance for the duration of the event (including on exit) given the nature of activities on site

Cabaret style seating for audience on more than one side with performers in the middle.

The above considerations for **Cabaret style seating for audience on one side of the performers** are given thought as well as:

- consideration is given to the more complicated arrival and exit of audiences at the start, interval and end of a performance

Event with a series of stations/stands/stalls with audience moving through the space

- Exhibition
- Market
- Fair
- Participatory event with a range of 'stations'

Additional considerations:

- the above Conditions are adhered to
- a layout plan including a consideration of flow of people is created
- a one way system should be put in place
- there is a timed entry or a queuing system for entry to avoid crowding at stands
- Stand holders to maintain a 2m distance between them and attendees
- there should be a distance of 4m between any singer, wind instrument player, brass instrument player, anyone who raises their voice during a performance, physical theatre performer or dancer and the audience
- any shared props or equipment should be sanitised between each visiting / participating group eg glue sticks, scissors, pens, credit card machines
- attendees may require access to a hygiene station after handling items
- the audience, will be willing and likely to follow any guidance for the duration of the event (including on exit) given the nature of activities on site

Boardroom style / trestle table style layout

- Meetings

Additional considerations:

- the above Conditions are adhered to
- there should be a distance of 4m between any singer, wind instrument player, brass instrument player, anyone who raises their voice during a performance, physical theatre performer or dancer and the audience
- any staff or volunteers supporting the event should be able to maintain 2m distancing or 1m+ with mitigation if period of 'interaction' is brief.
- the audience/attendees, will be willing and likely to follow any guidance for the duration of the event (including on exit) given the nature of activities on site

Other

- Workshops
- Artists Creating Work

Additional considerations:

- the above Conditions are adhered to
- any staff or volunteers supporting the event should be able to maintain 2m distancing or 1m+ with mitigation if period of 'interaction' is brief.
- any shared props or equipment should be sanitised between each individual eg glue sticks, scissors, pens, credit card machines

- attendees may require access to a hygiene station after handling items
- the audience/attendees, will be willing and likely to follow any guidance for the duration of the event (including on exit) given the nature of activities on site

Combined events

Events with a mix of these scenarios, should be careful to ensure that the appropriate considerations, from those listed above, are taken into account in their event planning and risk assessments.

Suggested pre-event communication with attendees

Pre-Event Testing

One in three people with COVID-19 do not have any symptoms and could be spreading the virus without realising.

The test for people without symptoms of COVID-19 is called a rapid lateral flow test. Tests are free and show results in around 30 minutes.

To protect yourself, family, friends and fellow event goers please take the time to test twice weekly, and particularly before you attend the event – even if you have been vaccinated.

You can get lateral flow tests in many ways including:

- collecting at local pharmacies or local test sites
- ordering online to receive kits at home

For further information please visit : <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms> or if you live in Cheshire West and Chester www.cheshirewestandchester.gov.uk/testing

If your test is positive you must self-isolate and book a confirmatory PCR test at: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or by calling: 119. Please do not attend the event.

Screening questions prior to attending an event

Please go through these pre-event screening questions to help support the safety of our event.

Questions to ask yourself:

1. Have you or anyone in you live with experiencing any of the symptoms relating to COVID 19?
 - a. new continuous cough and/or
 - b. high temperature and/or
 - c. loss of, or change to, sense of smell or taste
2. Have you tested positive for COVID 19 within the last 10 days (not including this event admission test)?

3. Have you been in close proximity within the last 10 days with any person who has tested positive for COVID 19?
4. Have you been contacted by NHS T&T or relevant professional and advised to self-isolate in the past 10 days?
5. Have you visited a foreign country on the red or amber list within the last 10 days?

Note: If the answer to any of questions 1-5 is “yes”, then you should not enter the event irrespective of test results and seek a refund.

For further information please contact:



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