

Girlguiding Northamptonshire

Macqueen House, High Street, Twywell

NN14 3AH

Notice to all Group Leaders during Covid-19 on Health & Safety Measures for House Hire Users

With advice from Girlguiding and noting Government guidance to allow certain activities now to take place in buildings, it is vital that the necessary hygiene and social distancing precautions are kept in place in order to protect the NHS and save lives.

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

With all these considerations in mind therefore Macqueen House Committee on behalf of Girlguiding Northants are asking before your hire commence that you provide us with a

Written COVID-19 risk assessment specific to your Group activity in addition to complying with our House Guidelines as below.

Macqueen House Guidelines (compliant to Girlguiding Uk)

Residential trips are allowed if you follow this guidance. These conditions apply throughout the youth sector, regardless of what education bubbles your young members may be in.

- Under 18s – maximum group size is 30, plus volunteers and carers.
- Over 18s – maximum group size is six, including volunteers and carers.
- If your group mixes under and over 18-year-olds as participants (rather than leaders) then the over 18 rule of six must be followed.
- A maximum of six can share a tent or room for sleeping. An effort should be made to maximise space when asleep, for instance having three people in a six-person tent. Face coverings do not need to be worn when asleep.
- Individual groups of 30 cannot mix with any other group(s), including other groups from their unit. This applies throughout the trip, including during free time, organised activities, eating and sleeping. These groups should be maintained from the point of departure until the point of return.

- Groups must travel independently of any other groups but they can share transport within their group.
- Support staff can work across groups, for example activity instructors or catering staff. But they should try and minimise the number of groups they work with and if they're sharing accommodation with other support staff they would need to follow the rule of six around overnight stays.
- All group members must take a rapid lateral flow test before they leave for the trip, every 48-72 hours while away and when they get home. You must have plans in place in case someone tests positive or shows symptoms, this should be part of your risk assessment.
- *******You must meet all Covid-secure requirements of the venue you're travelling to including when these are stricter than Girlguiding regulations.

****RESIDENTIAL OVERNIGHT STAYS – WITH PRESENT REGULATIONS OF MAXIMUM PERSONS PER BEDROOM AND OWING TO THE LAYOUT OF BEDROOMS (TAKING INTO ACCOUNT THAT UNDER 18'S SHOULD NOT SHARE BEDROOMS WITH ADULTS) MACQUEEN HOUSE THEREFORE CAN ONLY ACCOMMODATE MAXIMUM OF 20 PERSONS**

Covid-secure measures must be followed during your trip, including social distancing and wearing face coverings indoors for Guides, Rangers and volunteers. This needs to be considered when you're planning eating and sleeping arrangements.

- You must be able to meet safeguarding requirements within these guidelines.

To maintain safety when your members are entering and leaving building consider stewarding to maintain social distancing and instruct all who enter to:

- Wear a face covering (unless exempt- For more explanation and guidance see <https://www.gov.uk/government/publications/face-coverings>)
- Wash/sanitise hands on entry and exit.
- Complete the sign in register for NHS Test and Trace Service (or maintain your own if using your group Register)
- Maintain social distancing and follow signs in building.
- Wash/sanitise hands before and after using the toilets.

- Encourage people to limit the items they bring into the building and to think about where they place them. Treat every item taken to a public space as “contaminated” for hygiene purposes.

Use one-way system for good practice to ensure social distancing whilst in hall and other areas where possible.

- Ensure good ventilation whilst in property – open windows and doors for extra ventilation. (Ensure safety in downstairs bedrooms whilst sleeping)
- Clean/sanitise all surfaces used during meeting and encourage all members to maintain social distancing and good hygiene practices for health and safety for themselves and others whilst on the premises. Especial care for cleanliness on touched surfaces (light switches, door handles, chairs & tables).
- Limit members in kitchen to encourage all members to maintain social distancing and good hygiene practices for health and safety and especial notice for Food handling.
- Ensure all areas are cleaned after use and dispose of all waste in appropriate recycling/ general waste bins. If bins are full, please dispose of waste in outdoor appropriate refuse bins. Cleaning materials for your use can be found in kitchen and hall.
- Before keyholder leaves building after use please ensure that all taps, and lights are turned off in all areas (including toilets). Close and lock all windows and doors (including Fire Exits). Key to be returned to key safe.

It is your responsibility to ensure building is safe, clean, and secure when you enter and leave.

If you require further guidance or help, please contact.

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