

## Thank you for hiring a room with Flo's. We would like to ask you to follow a few guidelines during your hire:

### Room capacity:

You may only meet with a **maximum of 6 people in each room**.

There are some exceptions to this rule, but the responsibility of whether your event fits into one of these exceptions is your (the hirer's) responsibility. You can find the full list of events which are permitted to accommodate more than 6 people on the [government website here](#). If your event falls into one of these exempt categories, the Covid-secure capacity for the rooms is as follows:

Meeting room: 8                  Pavilion; 10                  Cafe: 30

### Using the rooms:

- People displaying any symptoms of Covid-19, or people who have been in touch with someone displaying symptoms in the last 14 days, may *not* attend the event. They must self isolate and follow guidance provided on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/>. The symptoms you should be looking out for which would prevent you from attending are:
  - A high temperature
  - A continuous cough
  - Loss or change in sense of taste or smell
- You must wash your hands with soap and hot water on entrance to the building. There are sinks in every room for hirers.
- Masks must be worn in all corridors and communal spaces of the building.
- Please use the disinfection stations which have hand sanitiser provided.
- Maintain a distance of 2 meters between yourself and others at all times.
- Please use the toilet facilities in the pavilion if you are using it, or by the reception. The toilets in the cafe are only for midwives use.
- If possible, please open the doors/windows to ventilate the room whilst in use.

**Attending the event:** You should only attend the event if you do not have symptoms of corona virus. If you have symptoms, or if you have been in touch with anyone who has symptoms in the last 14 days you should *not* attend the event. You should also circulate this information to your attendees (see note below)

**Collecting details from your attendees:** You must collect the name and contact details of all the people attending your event. These must be kept safe for 21 days before being destroyed. You must also inform your attendees that if anyone of them reports that they have developed symptoms 14 days since they attended the event, they must let you know. You in turn must let Flo's know by emailing [bookings@flosoxford.org.uk](mailto:bookings@flosoxford.org.uk)

**Letting you attendees know about using the building:** We ask you to circulate the following notice to all attendees before the event. You must also remind them about each of these points on the day of your event when they arrive.

# Room hire COVID19- RISK ASSESSMENT

**MAKENA LOHR and HELEN METS TOOMA 14th September 2020**

Site Address: Rymers Lane, Oxford OX4 3JZ					
Hazard	Risk	Likelihood	Severity	Mitigating actions	Responsible person
<b>Infection enters building through an infected person</b>	Spread through contact of many different users of the building	Medium	High	<p>People displaying any symptoms of Covid-19, or people who have been in touch with someone displaying symptoms in the last 14 days, may <i>not</i> attend the event.</p> <p>Hands must be washed throughout with soap and hot water on entrance to the building.</p> <p>Masks must be worn in all corridors and communal spaces of the building</p> <p>Please use the disinfection stations which have hand sanitiser provided.</p> <p>All room hirers are asked to circulate a notice of the above information to all event attendees before the event</p>	HMT to circulate notice
<b>Infection enters the building on the hands of visitors.</b>	Spread through contact of many different users of the building	Low	High	<p>Visitors are notified before they arrive, and through signage when they arrive, to wash their hands thoroughly with soap and water on entry. The group organiser should also ask them to do so when they arrive.</p>	Hirer
<b>Infection due to crowding.</b>	Spread through contact of many different users of the building	Low	High	<p>2 meters distance should be maintained between room users and all other people using the building at all times. Only arrive on time, not before your event. Rooms have been risk assessed to have lower capacities than normal. These are:</p> <p>Meeting room capacity: 8</p>	HMT

				Pavilion Capacity: 10 Cafe capacity: 30 The nursery is not for hire at this time	
<b>Development of infection after the event</b>	People were infected at your event or attended the event infected but unknowingly.			Contact details of all attendees must be collected by the event organiser. Flo's will keep the event organisers name and details on record for 21 days, unless the bill is outstanding after this day.  Visitors are informed that if anyone of them develops symptoms they must contact the event convener who in turn must contact Flo's bookings team.	HMT
<b>Infection enters the building on the hands of visitors.</b>	Spread of virus through use of communal facilities			Room hirers will use the toilet facilities either in the pavilion, or in the corridor by the managers office. Toilets in cafe are for midwives use only. This will be communicated to event hirer.	Hirer
<b>Infection</b>	Infection due to virus on surfaces in building	Low	High	Additional cleaning procedures are in place.	Helen Mets Tooma
<b>Negligence</b>	Room hirers don't follow the above guideline	Low	Medium	Room hirers are asked to sign an agreement asking them to follow all the above precautions.	HMT