



Salisbury Centre - Safety Coronavirus access guidelines

for community groups, facilitators and private hires

Following the ongoing relaxation of lockdown, the garden is available for booking. To book or enquire please email: office@salisburycentre.org

We offer two separate spaces that allow comfortable and quiet safe distancing possibilities.

1. The fire pit, with its benches (Fire-wood available for an extra fee)
2. The front lawn, with table and chairs if needed.

(A marquee is also available to hire in case of rain, only to be used on the front lawn area)

FACILITATOR RESPONSIBILITIES:

Following the booking of the garden it is the responsibility of the event organizer/facilitator to ensure that the [coronavirus safety guidelines of the Scottish Government](#) are followed by all participants.

These includes:

1. Ensuring a frequent hand washing (*where required) and wearing a mask when indoors
2. Maintaining social distancing
3. Communicating/sharing the measure contained in the government guidance to all participants in advance of their attendance
4. Risk assessing any activity and ensuring contact details of participants are held for contact tracing purposes if necessary.
5. Ensuring that the maximum number of participants admitted to each event enables effective distancing. As an indicative number we would suggest:
 - Fire Pit: up to 12/18 participants, in one / two concentric circles respectively
 - Front Lawn : up to 16 people
6. For outdoor sports activities:
 - Outdoor contact sports are allowed as far as distancing is maintained off the 'field' of sport
 - Session leaders should refer to their own sector-specific guidance.
7. We ask that only one person per booking (you or your designated helper) access the kitchen for hot water urns, cups, and drinks supplies to minimise risk of transmission between those using different rooms, and take responsibility for cleaning anything you use.
8. All dishes should be put in the dishwasher and not washed by hand, as this will be run on a minimum 60 degree cycle to kill viruses (this is also more energy/water efficient).

Building Works

In October 2020, due to some ongoing building works at the Salisbury Centre, the usual main entrance to the garden might be closed off. In such instance, in order to facilitate safe access and exit to/from the garden as well as a safe transition between back-to-back bookings we ask you to **implement the following access procedures:**

1. **ENTRANCE:** To access the garden enter via the Main Centre door, turn right to enter the “Art Room” (at the end of the corridor) and access the garden from the Art Room.
2. **EXIT:** All participants should leave the Centre by using the Fire-Exit at the back of the Art Room (NOT the main door where they came in from).
3. It is also **responsibility of the facilitator** to ensure that:
 - all participants evacuate the premises within 15 minutes from the allocated ending time.
 - the Fire Exit in the Art Room is shut closed once everyone has left
 - [the general T&C of the centre](#) are followed by all participants

Thanks for your collaboration and for helping us keep the Centre a safe community space in these extraordinary times.

For any queries or further information please contact: Office@Salisburycentre.org

(Updated as of 02 September 2020)