



Salisbury Centre - Coronavirus Safety Access Guidelines for Bookings For community groups, facilitators and private hires

Last updated: 23/02/22

The building is available for booking for indoor and outdoor events within the latest government guidelines.

We offer a number of separate spaces and rooms of various sizes, including two outdoor spaces in our peaceful garden. To book or enquire please email: office@salisburycentre.org

Indicative capacities are as follows:

Space	Approx. measurements	Capacity Based on 2m distancing	Capacity Based on 1m distancing	Maximum Capacity (without distancing)
Studio	7.5 x 6m (plus stage 3.5m x 1.6m)	12-14 (3 rows of 4, plus two on the stage)	26	55 sitting/standing
Art Room	8m x 5m	8 (2 rows of 4)	15	30
Library	5.5m x 4.2m	5 (in a circle)	9-11	25
Garden Room	3.5m x 3m	3-4	6	6
Wellspring Room	5m x 3.2m	4	8	8
Garden Lawn and patio area with umbrella. A marquee is also available to hire	Irregularly shaped, enquire for more information (or refer to photographs on our website).	Up to 12 participants in a circle (or 18 in two concentric circles).	Depends on activity	Depends on activity
Fire Pit with circular benches and half cover (Fire-wood is available for purchase)		Up to 16 people	Depends on activity	Depends on activity

Facilitator Responsibilities

It is your responsibility to ensure that your activity is risk assessed and complies with the [latest government Covid safety guidelines](#) and any specific guidance for your sector / type of activity.

We also ask that all those running events at the centre:

1. Ensure that attendees are informed of safety measures, and expectations and any relevant government guidelines in advance.
2. **If somebody arrives with symptoms of Covid-19, becomes ill during the event, or discloses that they should under current government guidance be self-isolating (for example due to being identified as a close contact or arrival from overseas), ask them to leave the centre immediately and follow current test and trace procedures.**

3. Ensure that the maximum number of participants admitted to each event enables effective distancing (if required).
4. Ensure that contact details of participants are held for contact tracing purposes. All attendees are also asked to 'check in' using the NHS QR code as they enter and leave the building, as indicated by signage on the doors.
5. Inform the Centre if any attendee becomes ill at the centre with Covid-19 symptoms, or subsequently tests positive for Covid-19. This is so that additional cleaning can be arranged.
6. Risk assess your event/activity including risk of Covid-19 transmission. For example avoiding singing, chanting and projecting speech when indoors (or using screens or microphones where these are a part of your event).
7. Roll-up Perspex screens available at the centre for use, e.g. for 1:1 talk therapies or to place in front of speakers. These are currently stored in the Wellspring Room and the Garden Room. Speak to the office if you would like to arrange for one to be set up in your room.
8. Encourage frequent hand washing/sanitising and wearing of face coverings inside the public areas of the Centre in line with government guidelines (face coverings are not required during physical exercise). The office holds a small supply of disposable masks if attendees forget to bring one. It is acknowledged that face coverings will not be suitable for everybody and that as of Spring 2022 government guidance is due to become advisory rather than a legal requirement.
9. Clean all surfaces that participants are likely to have touched, such as door handles, backs of chairs, table tops, light switches, at the start and end of your event, using cleaning materials available in each room, and minimise sharing of equipment.
10. If possible, keep rooms well ventilated – consider opening windows or doors (but please do not leave fire doors propped open).
11. Consider hand hygiene if handling cash.
12. Consider designating one person per booking (you or a helper) to 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.
13. 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).
14. Consider how to avoid crowding in corridors and entrances during arrival/departure and during breaks, perhaps by staggering arrivals.
15. Please keep to the areas that you have booked and ask participants to avoid milling around the building.
16. It is your responsibility to ensure that participants vacate the premises swiftly after your booking, and that you have factored in enough time to your booking for set up and pack down.

Session leaders should also refer to their own sector-specific guidance for the type of activity they intend to run, and ensure that the general Terms and Conditions of the centre are followed by all participants.