

Leisure Centre - Activity space booking Covid 19 etiquette

This etiquette sets out the commitments that Inspiring healthy lifestyles (IHL) will deliver to those individuals or organisations booking out an activity space within an IHL Leisure Centre or Sports venue to ensure the safety of activity participants and the obligations placed upon the activity space hirer when confirming an activity space booking.

For the purpose of this etiquette an activity space is defined as the follow:

- Synthetic pitch
- Grass pitch
- Multi use games area
- Indoor tennis court
- Outdoor tennis court
- Sports Hall
- Studio
- Swimming pools

This etiquette is applicable for all bookings where one individual or group makes a booking on behalf of multiple persons whether the booking be a single event or a recurring series of bookings.

This etiquette is supplementary to the standard booking terms and condition of IHL.

Inspiring healthy lifestyles commitments

In accepting the activity space booking IHL commit to the following:

- To safeguard staff, visitors and customers through effective activity programming to minimise the number of staff, visitors and customers on site in line with the UK active and Government guidance
- To install and maintain effective signage and customer navigation to encourage safe social distancing throughout the building
- To maintain mechanical systems in line with the Government guidance for ventilation within activity spaces
- To put in place and replenish hand sanitation stations to encourage high standards of personal hygiene within our centres
- To put in place and retain a high standard of cleaning throughout the centre
- To make available within activity spaces cleaning stations to allow activity participants to clean equipment
- To follow the guidance of Public Health authorities in responding to a Covid 19 related incident

Obligations placed upon the activity space hirer

In accepting the activity space booking the hirer commits to the following:

- To ensure for each session that a record of attendees is recorded and retained for a minimum of 21 days such that should a Leisure Centre be contacted in response to a Covid 19 incident the details of session attendees can be provided to Public Health England

- To ensure for each session that the person responsible for the booking is either in attendance or nominates their responsibility to a named individual for the session that they are unavailable to attend and that such responsible person reports to reception on arrival.
- To ensure that the responsible person or nominated person promptly informs the Leisure Centre management of any COVID-19 related symptoms displayed by any of the activity participants, including a new persistent dry cough, temperature or changes to sense of smell or taste
- To ensure that any activity participant arriving on site displaying COVID-19 symptoms or who develops symptoms during the activity, is asked to leave the activity session and the building immediately and encouraged to obtain a test and follow the isolation guidelines as set down by Public Health England
- To ensure that the responsible person for the session fully informs the activity participants of the safety measures put in place by IHL in line with the COVID-19 secure guidelines and takes the responsibility for controlling the actions of the session participants. Particular attention is drawn to the following points
 - Do not attend the Leisure Centre if displaying any COVID-19 related symptoms
 - Safe social distancing floor markings, signage and customer navigation through the building
 - Hand sanitisation on entry and exit from the building
 - Minimal use of changing rooms and showers with activity participants encouraged to arrive ready to play and shower at home
 - No spectating except for a maximum of one parent/guardian should a participant be under the age of 8
 - Arriving no more than 5 minutes before the activity session start time and leaving site promptly
- To ensure that all activity delivered within the session is in full compliance with the Covid 19 guidelines as published by the Governing body for the sport to be played within the activity session both in terms of the maximum number of participants, the remit of the instructor/coaches and the level of contact during play
- To ensure that all equipment under the control of and /or ownership of the activity space hirer is safe and removed from the centre after each session

I/We hereby agree to abide by the Activity space booking COVID-19 etiquette

Name – Printed in block capitals	
Signature	
Club/organisation represented	
Position within club/organisation	
Booking details	
Date	