

## **Wirral Multicultural Organisation**

### **COVID Safety sheet for events and gatherings (updated January 14<sup>th</sup> 2022 )**

*This summary sheet lists key safety controls and can be used to supplement WMO's Centre COVID risk assessment and hirers activity risk assessment.*

## **COVID -19 Risk Assessment**

All centre hirers must complete, submit , share, and follow a written risk assessment for any activity that they undertake at the Centre. Risk Assessments must include COVID safety measures and controls. A copy of the WMO Risk assessment is available from the Centre receptionist or via the WMO website [www.wmo.org.uk](http://www.wmo.org.uk)

## **Understanding the risk**

It is still possible to catch and spread COVID-19, even if you are fully vaccinated. In general, the risk of catching or passing on COVID-19 is higher in crowded and enclosed spaces, where there are more people who might be infectious and limited fresh air. All hirers and attendees at indoor events are advised to follow the controls in the risk assessment and be particularly careful to follow available guidance on keeping themselves and others safe. See the link below for the most updated advice. <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#what-has-changed>

## **Feeling unwell or have symptoms?**

You must not to attend an event if you feel unwell. You can check for symptoms of COVID-19 (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell). if you , or anyone you live with, have one or more of these symptoms (even if they are mild) you should not attend, Self-isolate and arrange a PCR test. Please see the link below for more information.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>

## **LFD testing ( no symptoms )**

All attendees including children over the age of 11 and who do not have symptoms should take an LFD test on the day of the event, before attending. Free LFD tests and general advice can be obtained from the WMO BAME COVID Support Team Tel: 01517925116

If you test positive on an LFD test you should self-isolate immediately and follow the isolation guide link below or call 119 for advice if you are unsure of what to do.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take an LFD test every day for 7 days and can continue as normal, unless they have a positive test result.

## **Isolation guide**

The rules on isolation have changed – please see the graphic below for updated information.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/139357/Isolation\\_graphic\\_960\\_x\\_640\\_.png](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/Isolation_graphic_960_x_640_.png)

**From 17<sup>th</sup> January Self-isolation for individuals who test positive for COVID 19 will be cut to 5 full days.** People will be able to leave isolation after producing negative lateral flow device (LFD) test results on days five and six of their isolation.

## **Event attendee capacity**

Hirers are required to keep numbers of attendees to an absolute minimum, depending on the type of planned event, to allow for safe social distancing to occur and to avoid unnecessary close contact between people. Hirers are asked to use judgement as to what they consider to be reasonable numbers in each room and are responsible for ensuring that all COVID safety measures together with the controls outlined in the risk assessment can be adhered to. It is advised that larger events may operate at least 50 percent of usual booked numbers. Numbers must be pre-agreed with management via the booking form prior to the event taking place. The following COVID -19 specific additional controls are required.

## General additional controls to reduce risk

- It is important to safety manage the arrival, entry and exit to and from the Centre for people attending activities and to ensure close contact is minimised. This is particularly important for larger events such as schools and cultural gatherings. Timed or staggered arrival, entry and departure times for individuals or small groups ( 5 – 10 minutes apart ) can help safely manage the flow of people in and out of the Centre and reduce unnecessary close grouping of people. Stewards can be appointed to manage the process.
- A structured pick-up and drop-off process should be used i.e., for children and those requiring assistance and parents and carers are asked to not come into the centre, but to safely wait outside during pick up and drop off. Please ask parents and carers to wear a face covering at pick up and drop off.  
( For activities with small groups of children up to a maximum of fifteen children it is possible to allocate room ten for parents to wait (if deemed necessary). In this case all safety procedures must be still be followed by those waiting.
- Check in at reception with the COVID app or provide contact details on arrival so that you can be traced if you become a close contact of somebody who may test positive. This applies to all ages.
- Attendees should continue to wear a face covering ( unless exempt ) in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. Children under the age of eleven on 31 August 2021 are exempt from wearing a mask during events and for everybody ( including adults ) engaging in activities include eating, drinking, and dancing, face coverings are not required. See link for more information  
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- You may choose to limit the close contact you have with people you do not usually live with, particularly the most vulnerable. Practice social distancing and please remember when someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles containing the virus that causes COVID-19. These particles can be breathed in by another person who is in close contact.
- It is important to limit the number of people gathering in any communal area or corridors . Particularly in the toilet or kitchen areas – please follow the “one in one out “ rule for toilets and only two people in the kitchen area at any one time.
- Always ensure good air flow and ventilation during the activity. You can let in fresh air by opening doors and windows- see guidance ( remember fire doors must be closes if the alarm sounds).  
<https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus>
- Remember to wash your hands regularly and use the hygiene station prior to attending and during the event. Wipe down key touch points, such as light switches, equipment , desks, chairs, and doors handles. Wipes are to be properly disposed of in covered bins provided.

WMO want you to enjoy your visit to WMO whilst staying as safe. As possible. Thank you for your ongoing cooperation and please let us know if you have any comments or queries regarding this summary information.

For further information please contact :

The management team via [info@wmo.org.uk](mailto:info@wmo.org.uk) Or for specific COVID advice and support contact the BCCS team on 01517925116.