

# Information for Hirers

**Update:** 21/07/20

We have been working hard to put measures in place to allow us to open our facilities safely to the wider community. A risk assessment has been carried out for each facility, which has meant further safety measures and cleaning routines have been put in place. Details of each of these can be seen under the heading for specific facilities. Our outdoor facilities have been open since Monday 6<sup>th</sup> July and our indoor facilities will be open from Monday 3<sup>rd</sup> August.

Our priority has to be to provide a safe and secure environment for our students to learn in. We are therefore only opening up facilities where we feel we can manage this in a safe way, which keeps our students, staff and the wider community as safe as possible.

The list of activities / facilities below describes the measures put in place and what you can expect when visiting our schools. These measures are under constant review and we will update you if any of our procedures change.

## Swimming

### **Alderman Peel High School (Sport-A-Peel)**

The swimming pool will be open from Monday 3<sup>rd</sup> August. The capacity of the pool has been reduced to ensure social distancing can take place in the pool as well as the changing rooms and on arrival / departure of the site. The capacity for lane swimming will be 9 and for the open session it will be 16. Customers will need to book in advance and can book in for a one hour swim session. Bookings can be made via email at [sport-a-peel@wensumtrust.org.uk](mailto:sport-a-peel@wensumtrust.org.uk). Members can book up to 7 days ahead, non-members can book up to 3 days ahead. Please give 24 hours' notice for bookings. This will allow the team to manage the booking process effectively.

The timetable has been adjusted slightly to manage the flow of customers as well as allow time for increased frequency of cleaning. Please note, the one hour time slot for swimming includes changing time and you must be out of the building by the end of the session. To manage the capacity within the changing rooms we are asking all customers to arrive 'swim ready' where possible.

Swimmers should check in at the fitness suite so that details submitted with the booking can be double-checked. This is important for the test and trace system. We will hold data (name and phone number) for 21 days as part of this system. Our privacy notice has been updated to include this and can be viewed at [www.wensumtrust.org.uk/gdpr](http://www.wensumtrust.org.uk/gdpr).

The lockers have been taken out of action and we are asking customers to leave their clothes / shoes on poolside, on the benches provided. Please try to keep your belongings together in a single bag. An extra hand sanitiser station has been placed at the entrance to the pool. Please sanitise your hands before entering and when leaving poolside. Once changed, you will need to shower before entering the pool.

We have removed equipment, such as floats and toys, from poolside and won't be handing these out. You are welcome to bring your own equipment to the pool.

We are still taking group bookings for the pool. Please contact our Lettings Manager, Kris Hart, if you wish to make a private booking. We will need to see your own risk assessment and be confident you are able to ensure the safety of your group when hiring the pool.

### **Hellesdon High School**

The swimming pool is closed for essential maintenance work and will re-open in September. We will share details of the measures that will allow hirers to return safely towards the end of August.

### **Fitness Suite**

#### **Alderman Peel High School (Sport-A-Peel)**

The fitness suite will be open from Monday 3rd August. The capacity of the fitness suite has been reduced to ensure social distancing can take place in the gym as well as when you arrive / depart the site. The capacity of the fitness suite will be 5 people at any one time. Customers will need to book in advance and can book in for a one hour gym session. Bookings can be made via email at [sport-a-peel@wensumtrust.org.uk](mailto:sport-a-peel@wensumtrust.org.uk). Members can book up to 7 days ahead, non-members can book up to 3 days ahead. Please give 24 hours' notice for bookings. This will allow the team to manage the booking effectively.

We will hold data (name and phone number) for 21 days as part of this system. Our privacy notice has been updated to include this and can be viewed at [www.wensumtrust.org.uk/gdpr](http://www.wensumtrust.org.uk/gdpr).

The changing room and toilet are out of action. We are asking customers to come 'gym ready' and to leave the site promptly at the end of their session. Staff in the gym will be cleaning machines regularly; there will be extra disinfectant and wipes and customers are asked to clean machines / weights after each use. An extra hand sanitiser station has been placed at the entrance to the fitness suite. Please use this when entering and after using equipment.

We have not taken any machines out of action due to the size of the fitness suite and the limited number of each machine. However, some of the equipment has been moved. This is to ensure popular machines are not located close to each other so they can be used at the same time. We have also changed the direction of some machines so they are not facing each other. Please continue to adhere to social distancing when in the fitness suite. A member of staff will be in the fitness suite at all times to remind customers about social distancing.

## 3G (MUGA)

### **Alderman Peel High School / Hellesdon High School**

You will need to provide a copy of your risk assessment and show how it follows the guidance of the relevant National Governing Body (NGB) for your sport. The group leader / person hiring the facility will need to keep a record of participant contact details to support the NHS Test and Trace system.

A hand sanitiser station is located at the entrance to the 3G pitch, please use this before your activity. Disinfectant spray and wipes have been provided, please use these to wipe down any equipment you touch, e.g. goal posts.

Unfortunately the changing rooms and toilets will be closed. We are asking hirers to come 'sport ready'. It is down to the group leader / person hiring the facility to ensure members of the group arrive at staggered times to ease congestion at the start and end of each session. Please wait outside the pitch and away from the entrance when waiting for a group to finish. Please leave the site immediately after your activity has finished.

## School Fields

### **All sites**

You will need to provide a copy of your risk assessment and show how it follows the guidance of the relevant National Governing Body (NGB) for your sport. The group leader / person hiring the facility will need to keep a record of participant contact details to support the NHS Test and Trace system.

Unfortunately the changing rooms and toilets will be closed. We are asking hirers to come 'sport ready'. It is down to the group leader / person hiring the facility to ensure members of the group arrive at staggered times to ease congestion at the start and end of each session. Please leave the site immediately after your activity has finished.

## Netball Courts

### **Acle Academy**

The school is closed over the summer due to essential maintenance work and will re-open in September. We will share details of the measures that will allow hirers to return safely towards the end of August.

### **Alderman Peel High School / Hellesdon High School**

You will need to provide a copy of your risk assessment and show how it follows the guidance of the relevant National Governing Body (NGB) for your sport. The group leader / person hiring the facility will need to keep a record of participant contact details to support the NHS Test and Trace system.

Unfortunately the changing rooms and toilets will be closed. We are asking hirers to come 'sport ready'. It is down to the group leader / person hiring the facility to ensure members

of the group arrive at staggered times to ease congestion at the start and end of each session. Please wait outside the netball court and away from the entrance when waiting for a group to finish. Please leave the site immediately after your activity has finished.

## Sports Hall

### **Hellesdon High School**

You will need to provide a copy of your risk assessment and show how it follows the guidance of the relevant National Governing Body (NGB) for your sport. The group leader / person hiring the facility will need to keep a record of participant contact details to support the NHS Test and Trace system.

A hand sanitiser station is located at the entrance to the Sports Hall, please use this before your activity. Disinfectant spray and wipes have been provided, please use these to wipe down any equipment you touch, e.g. goal posts / badminton posts. This will be located in the store cupboard.

Unfortunately the changing rooms and toilets will be closed. We are asking hirers to come 'sport ready'. It is down to the group leader / person hiring the facility to ensure members of the group arrive at staggered times to ease congestion at the start and end of each session. Please wait outside the Sports Hall and away from the entrance when waiting for a group to finish. Please leave the site immediately after your activity has finished.

## Gymnasium

### **Acle Academy**

The school is closed over the summer due to essential maintenance work and will re-open in September. We will share details of the measures that will allow hirers to return safely towards the end of August.

### **Hellesdon High School**

You will need to provide a copy of your risk assessment and show how it follows the guidance of the relevant National Governing Body (NGB) for your sport. The group leader / person hiring the facility will need to keep a record of participant contact details to support the NHS Test and Trace system.

A hand sanitiser station is located at the entrance to the gymnasium, please use this before your activity. Disinfectant spray and wipes have been provided, please use these to wipe down any equipment you touch, e.g. benches. This will be located near the entrance to the facility.

Unfortunately the changing rooms and toilets will be closed. We are asking hirers to come 'sport ready'. It is down to the group leader / person hiring the facility to ensure members of the group arrive at staggered times to ease congestion at the start and end of each session. Please wait outside the Sports Hall and away from the entrance when waiting for a group to finish. Please leave the site immediately after your activity has finished.

## Classrooms / School Halls

### **All sites**

Unfortunately our classrooms and main halls are not available for hire at this time.

## The Bungalow

### **Alderman Peel High School**

Bookings for the bungalow should be made through [booking.com](https://www.booking.com) or by contacting Kris Hart, Lettings Manager ([k.hart@wensumtrust.org.uk](mailto:k.hart@wensumtrust.org.uk)). Additional cleaning has been put in place between hires, therefore we have adjusted the check-in and check-out times to accommodate this. The earliest check-in time will be 4.30pm and check out will be by 9.30am. The person hiring the bungalow will need to keep a record of all guests to support the NHS Test and Trace system. We are asking that no more than 2 households stay in the bungalow at one time.