

**COVID-19 Delivery Plan and Waiver for Activities for Adults at Charlotte's Wood**  
**Updated 15<sup>th</sup> September 2020**

In line with current guidance, please read the following and reply to the associated email with your acceptance of the **Covid-19 Delivery Plan and Waiver** before attending activities at Charlotte's Wood. **Your attendance at any activities at Charlotte's Wood beyond this point will be on condition of acceptance of the following**

**Charlotte's Wood ~ COVID-19 Waiver Declaration ~ updated 15<sup>th</sup> September 2020.**

This waiver is to recognise the risks concerning COVID-19 for anyone attending activities for adults at Charlotte's Wood. By formally informing Charlotte, via email reply to this communication, and on an ongoing basis through attendance at any session, you are declaring the following:

"I understand that COVID-19 is a virus which is contagious and potentially life threatening. I accept that despite procedures put in place to lessen the risks of the virus being transmitted there is still a risk that this can happen. I acknowledge that it is my responsibility to be satisfied that the procedures put in place by Charlotte's Wood are acceptable to me. If I am not so satisfied, I agree to register those concerns at the time with Charlotte and will not continue with the activities until my concerns have been addressed.

I confirm that before attending any activity I will have been symptom-free for the last 14 days, and that I have not knowingly been in contact with anyone who has those symptoms. I am aware and understand the current government guidance and the measures regarding social distancing and hygiene. I accept full responsibility for my actions and hygiene whilst attending activities at Charlotte's Wood and will abide by the measures (outlined in the delivery plan below) that have been adopted to ensure a COVID-19 safe environment. I understand that I do not have to attend activities and do so at my own risk and cannot hold Charlotte's Wood responsible for any personal illness associated with COVID-19 if I have accepted the procedures as satisfactory."

Signed:

Date:

Please find attached below details of measures in the form of a delivery plan that I have put in place to safeguard you as participants, myself and the general public. My Risk Assessment can also be forwarded upon request.

# Delivery Plan for Activities for Adults at Charlotte's Wood

The government has published guidance for businesses on a how to carry out a risk assessment in order to be able to operate safely. See <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>. I have used this to create the following **Delivery Plan** for the activities that I run for adults at Charlotte's Wood. All participants must abide by the rules written in this plan. Please note that the COVID guidelines may change and we also need to be aware of any local issues that might result in different risk mitigations. I will communicate these changes via email. I want you to be safe. I have a 'duty of care' to look after the safety of anyone attending activities at Charlotte's Wood. I take the COVID secure guidance measures seriously. For indoor activities the maximum number of people who will be allowed to attend is 5. For outdoor activities the maximum number will be 12.

## *Before the session*

I will take bookings via email. I will ask for payment in advance via BACS (personal account name: Mrs Charlotte Atkinson, acc. number: 68399626, sort code: 601907, reference: your name). A record of all bookings will be kept in case requested by the NHS Test and Track system.

Check that there are no local lockdown implications for your home. If you have any special access needs, please contact me to ensure that I am able to provide these.

## *On the day of the session*

Participants must not attend if they or someone they live with have any of the following symptoms:

- A high temperature.
- A new, continuous cough.
- A loss of, or change to, their sense of smell or taste.

Should an individual have demonstrated any such symptoms, they must follow NHS and PHE guidance on self-isolation.

Please bring hand sanitiser with you in case you need it during the session. A mask is also required for indoor activities and is optional for outdoor activities.

Before joining the session (or your first session if it is a course) please would you declare your agreement to this delivery plan by signing the attached **waiver**?

## *Meeting at the venue*

Participants must avoid using public transport and only car share with someone from their bubble or who is a member of their household. Parking is available at Charlotte's Wood or you might be asked if you are able to park at Wilby Coronation Hall (IP21 5LE) and walk to Charlotte's Wood to reduce crowding. Please ensure than you maintain 2m social distancing (SD) from all other people in the car parking areas (apart from someone from your bubble) before and after the session. Hands should be washed/ sanitised on arrival.

## *During the session*

We will maintain 2m SD from each other, wherever possible, and at least 1m. If indoors, face coverings must be worn and windows will be opened to improve ventilation. If people need to cough or sneeze they should do this into their elbow or a tissue, which should be immediately disposed of. In the event of a minor incident I will have a first aid kit which either I will use to deal with injuries, whilst wearing PPE, or will give to the injured person if they can treat themselves. Any waste matter will be placed in a bag for disposal. Participants are encouraged to depart swiftly after the session is ended.