

THE INDEPENDENT LIVING CENTRE



Semington, near Trowbridge

01380 871007

www.ilc.org.uk



Room Hire Covid-19 Update - 04/03/2021

As Covid-19 restrictions begin to ease, we are now taking bookings again for essential training from April onwards. Please be aware that availability is still limited due to our health and safety procedures and temporary low staffing levels, and that room bookings may need to be cancelled at short notice.

Please see below for some of the changes to expect when hiring our rooms:

- Only one room will be available to book each day, to limit numbers of people in the building. For example, if the Conference Room has already been booked by one organisation, the Manual Handling Room will not be available for a different organisation on the same date.
- We will not be allowing the same room to be booked on consecutive days, unless the booking is made by one organisation who will be using it with the same attendees. This is to allow additional time for cleaning between hire.
- Please note that the usual maximum number of 50 attendees in the Conference Room and 14 attendees in the Manual Handling Room does not allow for adequate social distancing. The size of the rooms are:
Conference Room - approx. 31ft x 21ft
Manual Handling Room - approx. 22ft x 21ft in the main section and 14ft x 21ft in the bed section.
- The front door to the ILC will be kept locked and attendees will be expected to enter/exit using the fire exit within the Conference Room or Manual Handling Room.
- The toilet within the Manual Handling Room will be designated for the sole use of those attending manual handling training. A toilet which can be accessed through an internal door will be designated for the sole use of those attending a meeting in the Conference Room. Other toilets should not be used.
- The drinks machine will no longer be available. All attendees will need to bring their own drinks in bottles or flasks.
- There will be no access to the staff kitchen, so please do not bring food which requires a fridge, kettle, or microwave.
- Organisations need to be responsible for their own Covid-19 risk assessment and we need a copy of this emailed to us prior to the date of booking.
- Attendees will be asked not to visit the ILC office except in an emergency, and instead to phone the office from within the training room with any questions or concerns.
- Manual Handling Room users will need to bring their own equipment where possible, e.g. slings, slide sheets, protective covers. Where this is not possible, we need to be made aware of exactly what has been used, so please leave these items in the laundry bags/box provided, rather than back on the shelves.
- Cleaning spray will be provided to be used on the items of equipment in the Manual Handling Room at the end of the session, and in-between use by attendees where necessary.
- We have temporarily waived our cancellation fee should the booking need to be cancelled due to the trainer or any attendees having symptoms of Covid-19.

We look forward to seeing you for training at the ILC again soon.

**The Independent Living Centre,
St. George's Road, Semington, BA14 6JQ**