**Information from the Venue provided to inform the Hirer’s Risk Assessment**

**Venue Name:** Temporary Outdoor Activity Courts near Blackweir Changing Rooms, Bute Park

Please include acknowledgement of the below factors in your risk assessment:

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| **Risk Factor** | **Notes** |
| Grass surface | The courts are open grass sports fields, they are flat and level but there may be some minor undulations. The surface may become slippery, e.g. if wet. |
| Staff vehicle access via public park | Only staff vehicles are allowed to enter the park and park near the temporary outdoor courts. Vehicles must be pre-booked and drivers will be sent a document detailing access arrangements and the required driver conduct through the park in order to keep parks users safe on the shared paths. |
| Toilets not available | Due to Covid-19 the venue cannot make toilets available to staff or participants. This should be communicated in advance to all participants by the Hirer so this may be considered and planned for. There can be no exceptions to this rule so any requests on the day will be denied. |
| Drinking water not available | There is no drinking water available so all Hirers and participants must bring their own. Drinking water should not be shared outside of household groups to prevent transmission of infection. |
| Weather | The temporary courts are outside and have no shelter from the weather. This should be communicated in advance to all participants by the Hirer so this may be considered and planned for.In the event of Inclement Weather (which means weather that can be reasonably deemed to be incompatible with use of the outdoor Courts and may represent a health & safety risk) the session maybe called off in advance or cancelled. The decision to cancel or call off sessions will be made between the Site Supervisor and Venue Management, who’s decision is final. Decisions will be based on forecasts provided by the Met Office Weather app and actual conditions on the site. Sessions will be cancelled in blocks of at least 4 hours. |
| Emergency evacuation  | In the event of an emergency and the need to evacuate the site, protecting life takes precedence over Covid-19 infection control. Participants should make their way to a place of safety. |

Other notes

Site facilities Standard courts are 14m by 31.5m and are marked with 2.5m diameter circles at 2m spacings to support management of social distancing on site. They are arranged to accommodate one instructor front and centre and 6 x rows of 3 participants. The Large court is 31.5m by 28m and is marked with 2.5m diameter circles at 2m spacings. They are arranged in 6 rows of 6. Each court has a hand sanitiser station.

Exit/Entrance The Venue will operate a one-way system for the standard courts. The large court is stand alone but also has a separate entrance and exit gate so can operate one-way. All participants enter their allocated standard court from a gate on the outside fence line. Participants should then exit via a route on the inside fence line. This route is shared with adjacent courts and people must take personal responsibility for maintaining social distance along this route by giving way to others when necessary. Court timeslots have been staggered to help support this.

Parking on grass The staff parking area is on grass, plastic track mats may be laid if the ground becomes soft. Hirers should follow the instruction of the duty Council staff member on site who will direct siting of the vehicle to minimise risk of getting the vehicle stuck. Recovery would be at the Hirer’s expense.