

**Cerberus Spelæological Society**  
**Larkshall - Covid Operating Procedures**  
**1<sup>st</sup> October 2020**

The use and operation of Larkshall has been reviewed in consideration of the new government rules introduced in September and Larkshall will be reopened on a limited basis with effect from 1<sup>st</sup> October. It must be noted however that it is not possible to eliminate the risk of Covid infection at Larkshall. We hope though, to minimise the risk by following various sources of guidance, legislation, and taking sensible precautions.

Individual users of Larkshall will have a different appetite for risk. All users need to understand and respect that their views may not be that of another user. Always act with the emphasis on caution.

It is important that we follow government guidance and legislation in the event that a Covid-19 infected person is traced to having been at Larkshall and that we can show that due diligence has been followed by the Trustees.

It is now mandatory that the Society keep a record of every user on the premises. If you are unwilling to have your attendance recorded, then you should not attend.

On entry to the premises you are expected to scan the QR Code for NHS Track and Trace AND sign in on the new signing-in form giving all the personal details listed, for the Society records.

The QR logging in record is deleted at midnight of that day. You will need to rescan on each day of your stay. There is a QR code located at each entry point. The Society will keep written and electronic records of personal details for 21 days and then will be destroyed. They will only be shared with NHS Track and Trace if requested to do so.

Another important consideration is that we do not employ a cleaner. All users must clean up after themselves and should expect that previous users have done likewise but observe that the standard of any previous cleaning cannot be guaranteed.

The committee have carefully considered the new regulations and legislation to create these guidelines for the use of Larkshall - please respect them.

Your feedback is always welcome, and we will continue to review Larkshall usage procedures from time to time.

Below, the term household should be taken to include the government's definition of a bubble.

From the 1<sup>st</sup> October the following apply:

1. All users entering any part of the premises must be pre-booked through the Hostel Booking Officer: email [hostelbookings@cerberusspeleo.org.uk](mailto:hostelbookings@cerberusspeleo.org.uk), or phone or text on 07723006520.
2. Un-booked users should only access the car park.
3. The total number of pre-booked visitors per day is limited to 12 so that social distancing may be observed in the building.

4. Each bunk room is limited to one household per night in line with government hostel guidance.
5. A maximum of six people from more than one household (one bubble) may stay the night indoors or camp, and will form a single 'group'.
6. A 'group' comprising a single household of more than six people may also stay the night. This is consistent with the government's maximum group size of six or one household in non-domestic premises. A maximum of two groups only, will be allowed to stay at the same time.
7. Only one group at a time should use the kitchen. All groups must clean the kitchen after use.
8. Only one group at a time should use any particular washing facility. 'One in, one out', as a basic principle, should adhered to. All groups must clean the changing room and the washing facilities after use.
9. Tackle and library materials are available through the normal borrowing procedure. All items used will be quarantined in the committee room for 72hrs (BCA recommendation).

**To facilitate operation of Larkshall:**

10. All users are to follow the provided sanitisation instructions and hand sanitise on every entry. Hand sanitising stations are placed at the front, changing room and kitchen doors. The toilets have detailed instructions for use!
11. The schedule of usage of the showers, changing room, washroom and kitchen is to be arranged amongst the users present. You may want to clean these facilities before use and must do so after using them, using the materials provided.
12. Day visitors should not go upstairs.
13. Users may prefer to bring their own kitchen equipment. In the kitchen, you should wipe the kettle handles, sink taps, fridge handle etc. after each use and a surface clean at end of use using the materials provided. You may want to do the same before using club kitchen equipment.
14. In the bunkrooms – only one person per bunk and only in the bunkroom allocated to you by the Hostel Bookings Officer, who will ensure a period of 72hrs is maintained between uses.
15. In the library - please wash your hands before entering the library and handling any books or other items.
16. All loaned tackle is to be thoroughly cleaned after use and will then be quarantined for a period of 72 hours. Cave keys are an exception; these should be washed and returned immediately after use. Please complete the tackle log sheet accurately and legibly. Please wash your hands before entering the tackle store or handling club equipment.
17. Waste - Users of Larkshall must manage their own recycling (bottles, cans etc.), leaving nothing behind for others to deal with. Recyclable items should not be placed in the blue bin bag in the kitchen dust bin. Full blue

bags should be placed in the cage by the front gate. Sanitise hands after handling. Please look all around for any waste bins that could be emptied before you leave and empty them.

18. With fewer people using Larkshall, the call-out board should not be relied upon. Caving parties should make alternative call-out arrangements.
19. Payments for overnight stays etc. should preferably be made in advance by BACS when booking. Alternatively, a PayPal invoice can be generated if more convenient. Payment by cash is only possible by special arrangement. Card payments may be possible at the time of the visit if restrictions allow, but this is not guaranteed.
20. Social distancing should be observed at pinch points within the building by waiting for others to vacate them. Groups should practise the social distancing that is applicable within their group and between any two groups. Please wear a face covering in communal areas if you are not eating or drinking, when two groups are present.
21. To help minimise the risk from Covid, users are urged to increase ventilation by opening doors and windows. The double glazed widow trickle vents should remain open at all times.
22. A detailed risk assessment is available on the web site.

**Booking a visit:**

23. The principle of the booking system is 'first come, first served'. We expect users to respect that and not make speculative or repeat bookings that would exclude other users from booking.
24. Members, for the time being, MUST book and not turn up on spec.
25. The booking and cancellation procedure is as stated on the website.

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