



THE WOODLAND
presents

Safety Protocol at the Glade

The Woodland Presents team is making sure our outdoor venue is covid-secure and we are constantly reviewing the pandemic situation to ensure maximum safety for our bookers and guests. To help keep the venue accessible and a safe space for people to meet, we have compiled some sensible health and safety measures for ourselves and bookers wishing to use the Glade.

We are following the recommended health and safety regulations set out by the UK government, and to achieve these safe standards we must work together. We advise guests who are vulnerable, have an underlying health condition, or are pregnant, to consider their health choices before joining group activities at the Glade.

[Get the latest NHS information and advice about coronavirus \(COVID-19\).](#)

Bookings Guidelines

Please read and adhere to the following guidelines detailed below before making your booking;

- Read and strictly follow the latest [Coronavirus \(COVID-19\) UK government policy](#).
- Groups should abide by the latest [social distancing guidelines](#) set by the UK government. It is everyone's responsibility to keep to the recommended 1-2 metre distance for health and safety reasons, monitored by the event organiser. Social distancing signage available at the venue.
- Event organiser to record the name and contact numbers of all guests attending their events and kept available to the venue for 21 days, for NHS Track and Trace purposes.
- Keep to safe social distancing guidelines should any external persons require access to the venue in case of an emergency.
- People who have been in contact with someone who has coronavirus symptoms, and show symptoms themselves should follow the [NHS guidelines](#).
- Bringing food and goods onsite; make sure you wash food thoroughly and wipe packaging brought from outside establishments and stay alert to potential germs. See [guidance for consumers on coronavirus and food](#).
- Please write any accidents in the accident book provided, full health and safety guidelines, emergency contact numbers and location details are kept in the Safety Handbook (located in the Nest).
- If anyone should become unwell during their event, please get medical advice immediately. Emergency contact details are provided in the Safety Handbook.



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Handwashing and Respiratory Hygiene

There are general principles you can follow to help with personal hygiene and the spread of respiratory viruses, these include:

- washing your hands regularly - with soap and water for at least 20 seconds or use a hand sanitiser before you enter/leave the venue, when you blow your nose, sneeze or cough, eat or handle food, touch something unhygienic or items not belonging to you. We have hand washing facilities by the compost toilets and hand sanitiser in the Nest building, bring your own hand sanitiser where possible. Please refer to the [NHS hand washing video](#).
- avoid touching your eyes, nose, and mouth with unwashed hands (maintain self-care).
- Wearing face coverings is recommended where appropriate, see guidelines [here](#).
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands afterwards (be socially responsible).

Cleaning Measures before Departure

There are a few extra cleaning instructions to abide by, apart from the regular cleaning/departure instructions highlighted in your booking guide (T&C's), before guests leave the Glade site. These are in place specifically to prevent the unnecessary spread of viruses/germs to our cleaners/workers and other guests subsequently using the premises.

- Items brought to the venue must be removed on departure.
- Rubbish to be taken away after the event (please help keep the woods litter free).
- Leave common surfaces clean and disinfected before departure, this includes;
 - Nest keylock and key
 - Nest door handles (inside and outside)
 - Light switch (inside Nest)
 - Padlocks used
 - Compost toilet door handles and seat covers

Antibacterial wipes and cleaning equipment provided at the venue.

Our Safety and Hygiene Measures

We want to assure our guests that the Glade is very well maintained and we follow high standards of hygiene and cleanliness, in order to create a safe outdoor venue.

- Our staff use the correct PPE when cleaning the venue and buildings.
- The inside of the Nest will be thoroughly deep cleaned with the main surfaces, toilet facilities and common surfaces disinfected.
- We use a microbe shield spray on all door handles, toilet handles, light switches and common surfaces that kill 99.9% of germs/viruses and lasts for 30 days.
- We have various signs in and around the venue site for your health and safety, please take notice of these for your own benefit.



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- A Safety Handbook is available onsite and includes the following: health and safety measures, emergency action plan, emergency contact details, risk assessments and departure instructions.

We hope these safety measures will help you feel more secure at the Glade, we will be constantly monitoring any changes and updating our protocol as required.

Should you have any queries please contact me directly.

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