



The Torch Centre
Corbridge Road Hexham
NE46 1QS

COVID-19 MITIGATION MEASURES

Advice for Members, External Speakers and Judges

The following measures have been instigated by Hexham & District Photographic Society to mitigate against the risk of COVID-19 from meetings held at the Torch Centre, Hexham from September 1st 2020 onwards.

These measures consider current Government guidance and requirements of the Torch Centre Management and will be updated as necessary.

1. HPS has appointed Mr David Strother of the HPS Council to ensure that all mitigation measures listed below are full complied with for each meeting.
2. A weekly attendance register will be maintained to enable contact tracing should this be necessary if any person attending a specific meeting subsequently demonstrates COVID-19 symptoms. Mr Strother, or his designated deputy, will be responsible for any such communication. All attendees must sign the register and provide a contact telephone number.
3. Specific nominated members of the HPS will be responsible for the setting up and subsequent dismantling of seating and equipment used during the meeting. They will also be responsible for ensuring that all surfaces are wiped down and chairs stacked following the meeting. The nominated members in addition to Mr Strother are: Gerry Stephens, Kevin Hilton and Dave Best.
4. The Torch Centre Main Hall is 50 feet by 28 feet. This will allow the installation of 7 rows, 5 seats per row with six feet between each seat, to give a maximum seating capacity in the hall of 35. The first row will be placed 10 feet from the east wall, allowing sufficient room for the projection screen and the speaker.
5. Members are required to inform HPS of their attendance in advance of the meeting so that the Torch Centre capacity is not exceeded. Members only need to e-mail the Secretary if they intend to attend the meeting in person. The Secretary will inform any member if the meeting is at capacity and they cannot be accommodated.
6. Guests or prospective members seeking to attend meetings for a trial period will not be able to attend our meetings for the foreseeable future, unfortunately.
7. Members will be asked to arrive at the Torch so no sooner than 19.25 and to wait in the car park outside the Centre in the open air or in their cars until asked to enter the Hall.
8. Members should not attend a meeting if they have symptoms of COVID-19, are awaiting the results of a COVID-19 test or have been contacted by NHS Test and Trace and asked to self-isolate for a period that includes a Society meeting date.
9. Entry to the hall will be via the main double doors. Hand sanitiser will be made available and members must sanitise hands on entry. Exit from the hall will be via the rear Fire Door to ensure that there is a one-way system in operation.

10. Members are required to wear face masks for the duration of the event, to take their seats immediately upon entry and to maintain social distancing from each other at all times, except if members belong to the same household. Admittance to the meeting will be refused if a member refuses to wear a mask or face visor.
11. Toilet facilities will be available, but gentlemen will be required to use the disabled toilet. Thorough hand washing and re-use of hand sanitiser are required.
12. For the foreseeable future, both the raffle and provision of tea and biscuits after the meeting will be suspended until further notice.
13. External speakers and judges are asked to arrive at the venue by 19.20 and to enter the Torch Centre and make themselves known to the HPS Team. Unfortunately, we are not able to allow speakers or judges to bring guests to the meetings.
14. External speakers and judges are required to wear either face masks or face visors, either of which they should provide. Spare face masks and visors will be available from the Society in the event of any oversight in providing their own PPE.
15. Speakers and judges will be asked to wear a head microphone but may request a hand-held microphone if they are not comfortable using the head microphone. All such equipment will be wiped down both prior and after use by HPS Team Members.
16. HPS Team members will wear disposable gloves for the handling of prints in assisting a speaker or judge during print display.
17. Members should exercise due caution in initial handling of prints returned from print competitions. A single HPS nominee (the Competition Secretary) will be assigned to sort and return prints from the print box to specific members upon request to avoid multiple handling of prints. The nominee will wear disposable gloves for this operation.
18. Whilst every precaution has been taken to minimise the risk of the spread of COVID-19 at HPS Torch Centre meetings, **it is expressly understood by all members, speakers and judges that attendance is at their own, individual risk**. Any individual can raise any concern over any risk mitigation measure during the course of the meeting and a participant is free to leave the meeting at any time if they judge that the perceived risk is no longer acceptable to them.
19. Members, speakers or judges must inform Dave Strother immediately if they experience COVID-19 symptoms after attending an HPS meeting (for a period of up to 14 days after a specific meeting) and inform him of the results of any COVID-19 test that they might subsequently take.
20. **Contact details:**
 - a. Dave Strother – COVID Coordinator – davestrother@sky.com
 - b. Gerry Stephens – President – gerrystephens21@gmail.com
 - c. Kevin Hilton – Vice President and Secretary – k.h.hilton4@gmail.com
 - d. Dave Best – Syllabus Secretary – davidbest34@googlemail.com
 - e. Val Johnston – External Competitions Secretary – Val.burdis@yahoo.co.uk