

# Working safely within the Peace Centre

## A guide to the new measures at the Peace Centre

The Peace Foundation has introduced bio-secure policies and practice – copies available upon request.



The Peace Centre offers our visitors and customers a great service at competitive rates. Efficient, friendly, helpful, organised – these are just a few of the comments our customers use to describe the service they receive when holding their conferences, meetings, or other corporate events at the centre. As we enter the new ‘normal’, our commitment to you is to continue to offer a place where you feel at home, safe, and reassured to stage your event at the Centre. We have introduced several new measures to protect you and your colleagues and these are described in this fact sheet.

The Peace Centre is the home of the Tim Parry Johnathan Ball Peace Foundation and as well as providing a base for our charity work is a resource for all the community and available for hire.



**Tim Parry  
Johnathan Ball  
Peace Centre**



## The Peace Centre

During the Covid-19 lockdown, the Peace Centre was designated as an NHS support facility and we have adopted regulated protocols. This has given us a unique view of what is needed to operate our building to the highest standards of bio-security.

We have also adopted best practice in line with the latest Government guidelines and visitors to the Peace Centre will experience a high level of bio-secure measures to balance safety without compromising the warm and friendly welcome people expect when they visit our building.

Our room layouts have changed to adopt the latest guidance – see the revised charts.

Even though the way we operate will look different for the foreseeable future, we will not be compromising on the service we offer. When making a booking, a team member will speak to you to ensure we understand your needs and requirements. We can send you our 'keeping people safe' policy so you can reassure your colleagues and management.

- There will be measures in place to enable anyone on site to abide by social distancing guidance.
- All our guests will receive a safety induction to ensure they fully understand the measures in place to protect them and others.
- Signage will be displayed throughout the building at entrances, toilets and in any shared spaces.

- During this time, additional precautions will be provided, including hand washing points and sanitisers.
- Our toilet facilities will be maintained to the highest hygiene standards, all wash basins use push button timed taps and we offer paper hand towels for single use disposal.
- A 'last clean chart' will be displayed to demonstrate the cleaning regime. Regularly touched objects and surfaces will be cleaned more frequently and will be 'deep cleaned' if necessary.
- We will be keeping the Peace Centre well ventilated. Face coverings are not mandatory but can be discussed and deployed depending on each event

## Catering

For the foreseeable future, our catering service will look different. Bottled water, pre-packed snacks and refreshments served to you rather than self-service. If you require a working lunch, these will be plated, wrapped, and again served directly to you. Breaks and lunch can be staggered if required.

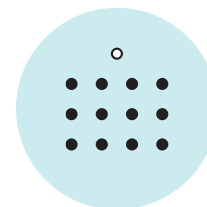
## To find out more

If you would like further information, please call **01925 581 234** or email **events@peace-foundation.org.uk**

We hope that our bio-secure approach, will reassure you that we have taken your safety and anxiety into account to ensure you have a safe and productive day.

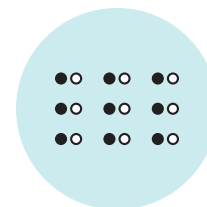
## Room layouts

Rooms will be wiped down after use. If your meeting is a full day, they will be cleaned during your lunch break.



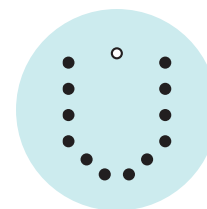
### Theatre style

Up to 30 delegates, 2m apart (1.5m tables).



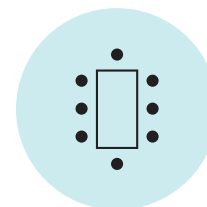
### Cabaret style

Up to 30 delegates, 1m apart (1.5m tables).



### Horseshoe style

12 delegates with trainer – 2m apart.  
23 delegates with trainer – 1m apart.



### Small Meeting Rooms

– 1m apart.  
**John Gartside Room:** Seven delegates + trainer.  
**Mike Sanders Room:** Three delegates + trainer.  
**Jim Melville Room:** Informal meetings up to four or one-to-one meeting.



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Peace Centre**