

What to do when our buildings are used by others.

**Guidance for those who allow third
parties to use their premises**

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Welcome

If you're in doubt about any of this guidance, please seek the advice of a professional. Guidance is also available [here](#)

Background

This guidance is designed to help Scout volunteers and Executive Committees in coming to an informed decision as to whether they should allow third parties to use premises.

In all cases the first considerations should be, can it be done from home? If the answer is no, then we will help you go through the steps to make a decision if it is safe to reopen your premises for this purpose.

Things for the manager of the premises to consider

In most cases the responsibility of the premises will sit with the Trustees (Executive Committee), although often more practical management is delegated. In this case the Trustees (Executive Committee) need to approve the decision to reopen the premises to the third party prior to this occurring. Where people other than Trustees are involved in these activities this should be agreed with their line manager.

Checklist

We've provided a [handy checklist](#) to cover some specific things which you'll need to ensure are checked and safe prior to the property being used.

In addition you need to consider specifics relating to Covid-19, this will include the following:

- Having clear guidance on social distancing and hygiene at your premises.
- Arrival / departure
 - Do you have separate entrances which can be used?
 - Do you have sufficient space to operate a one-way system?
 - Do you need to recommend staggering of arrival and departure times to limit contact?
 - What signage is required to support this?
 - What other access restrictions need to be in place for other possible premises users?
- Handwashing
 - Are you able to provide handwashing for users?
 - Is this readily available upon arrival and departure from the building?
 - Have you displayed handwashing posters in appropriate locations?

If you're able to confirm that all of the checklist areas and the items above are met, then your decision may be to open. If so you'll need to arrange for the premises to be deep cleaned before the third party user uses the premises. You should then also agree with them an ongoing programme of sanitising. General cleaning advice from the government can be found [here](#).

You'll need to have written confirmation from the third party in order to confirm that they understand their responsibilities in relation to the additional cleaning and hygiene measures required. This may include them paying for additional cleaning to take place.

You'll also need to put safe practices in place in order for the property to be checked and maintained, following our advice here. Think specifically about who, how and when these tasks will be undertaken.

Things for the user of the premises to consider

In all cases, the third party must have the appropriate level of public liability insurance, and follow the government advice specific to their industry or business type. Guidance for early years (nursery) providers can be found [here](#).

They must complete their own risk assessments of the property and activities they plan to undertake. A copy of this risk assessment should then be given to the appropriate Trustee representative for review alongside the premise's own risk assessment.

Agree with the users a programme of cleaning and set clear expectations, the users should be cleaning before and after their sessions and get written confirmation that this is in place. General cleaning advice from the government can be found [here](#).