

# **Covid-19 Risk Management Rules for Hirers and Visitors**

We are delighted to welcome hire clients and guests back to our building. We have put some additional measures in place. This is to ensure the safety of our staff, hirers, and other building visitors. If you are hiring the building for an event of any size, we ask you to pay careful attention to these measures.

You will be expected to make sure that your guests follow them. This will help everyone's visits run safely and smoothly. If you or your guests do not adhere to the rules we have set out, you will be asked to leave and the hire fee you have paid will not be refunded.

## **If you're feeling unwell**

If you or someone you are in contact with has symptoms of Covid-19, we ask that you don't put other people at risk. Please stay away until you are well.

## **Test and Trace**

We have a QR code on display at both entrances so that you and your guests can check in on entering the building to support the Test and Trace scheme. You may also be required to provide up to date contact details for every guest who has entered the building for your event. This is to comply with the Government's 'Test & Trace' system. Please ensure you keep a list of any attendees and their contact details (phone number and email address) for at least 21 days after the event.

## **Before your visit**

The team will also let you know which parts of the building you and your guests will be able to use, including toilets, in order to maintain physical distancing. Please make sure your guests follow these instructions.

## **On arrival**

When you arrive, a member of staff on the reception desk will direct you and your guests to the room you have booked. The person leading or running the event is responsible for directing and marshalling their party. This includes ensuring guests head straight to and from their designated areas. We will be using barriers and signage to guide you.

If your event is an exam, we expect that the invigilators will take an active role in directing the students to the requested entrance and to ensure that students don't congregate in any of the public areas inside or outside the building.

## **Face coverings**

As soon as you enter the building, you and your guests are expected to wear a face covering and these should be worn in all public spaces including corridors, toilet lobbies and the reception areas and queue to the bar. Once your guests are settled in the room you are using, they may remove their face coverings if the risk of face coverings being removed has been assessed by you, the hirer.

## **Risk Assessment**

As part of the conditions of your hire, we will be requesting a copy of your risk assessment which must include safety measures to reduce the risk of covid clearly stated. Our Events team can support you to complete this and provide you with a template if you don't already have one.

## **Hand sanitiser stations**

We recommend that you and your guests bring hand sanitiser for personal use. There will also be hand sanitising stations around the building and in the bathrooms.

## **Physical distancing**

We can advise hirers on capacities and ensure that the room(s) hired have been set up to allow for physical distancing in line with government advice for indoor settings and best practice.

## **Large Groups**

For groups of more than 100, we are asking hirers to ensure attendees to take a Covid-19 lateral flow test 24 hours before visiting. The hirer will be responsible for ensuring proof of negative test results (these must be logged via <https://test-for-coronavirus.service.gov.uk/>) are checked on the day of the hire as a condition of entry. Please speak to one of our Event Planners for more information.



