

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

Although our building is large, we need to manage the traffic within it very carefully.

Ahead of your event, our Venue Hire and Events Planning Team will advise you on which entrance you and your guests will need to use. This is not optional. Please inform your guests which entrance to use ahead of your event so groups of people don't congregate outside the building.

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 have a one-way system in place and 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 must wear a face mask and these must be worn in all public spaces including corridors, toilet lobbies and the reception areas. This is in line with the legal requirement to wear face coverings in public spaces. Once your guests are settled in the room you are using, they may remove their masks if physical distancing is maintained and the risk of masks being removed has been assessed by you, the hirer.

As part of the conditions of your hire, we will be requesting a copy of your risk assessment.

These rules may change as government requirements are updated.

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 will ensure that the room(s) hired have been set up to allow for physical distancing in line with government requirements and best practice. It will be your responsibility to ensure that your guests maintain physical distancing while using the room(s) hired.

Access

Use of our lifts will be limited to people with access needs only. If you or one of your guests needs to use the lift, please confirm this in advance with our team. If there is a last-minute necessity, please let our Duty Managers know on arrival so the lifts can be made available.

Refreshments

You may not use the public areas such as staircases, corridors and vestibules to eat or drink, wait for a class or take a break. Please use the room you have hired for any refreshments. All archive users must vacate the building for lunch and coffee breaks.

We have removed all fixed seating. You may use the nearby Spitalfields Market area which has many seating areas available for public use.

We recommend your guests bring their own bottle of water as our usual water fountains will not be available for use.

How we're keeping you safe

We have taken a number of additional measures to help us keep everyone safe. These measures include introducing a one-way system through the building, increasing the frequency of cleaning in 'high-touch' areas and daily use of a high-grade fogging system.

If you would like more information, please see our full list of precautions [here](#).

In the coming months we may adjust our processes and opening times as government requirements are updated. We will also be listening to feedback from visitors and staff. We will issue any up to date requirements up to the date of your visit. In accordance with your hire contract, you will be expected to communicate any updated protocols to your guests.

We are relying on all hirers, visitors and guests to help us keep everyone safe. We require everyone to follow the rules we have put in place, and our staff will enforce them. If the rules are breached, we will terminate your booking and require you and your party to leave. We need to let you know that if you do break the rules and we ask you to leave, we will not be issuing refunds.
