**Lisvane Memorial Hall**

**Important Information for Potential Hirers from 7 August 2021, updated 3 October 2021**

Following the 7 August announcement from the Welsh Government, we have reviewed our procedures.

The pandemic is not over and the virus continues to circulate. Cases may increase again as people mix more with others.

There is still a legal requirement for businesses, employers and other organisations (i.e.) hirers to carry out a risk assessment and to take reasonable measures to minimise the risk of exposure to and spread of coronavirus. The responsibility for meeting Covid safety and control measures during an event lies purely with the hirer who must be fully cognisant with the latest government rules and procedures. These can be found on the **gov.wales** website on the **Coronavirus (COVID-19) guidance** pages. You must also comply with any documents we send you or publish on our website.

Event organisers must still put in place reasonable measures to minimise the risk of coronavirus. People should not attend if they feel unwell (and they should get tested). You and those attending your activity or event should make use of the NHS QR poster which will be on display at the entrance to the centre. (NHS COVID-19 app) Accurate records must be kept of who has been present so that they can be contact traced if necessary. Consideration should be given to asking attendees to complete a pre-attendance health check questionnaire, provide evidence of a negative COVID test or of being fully vaccinated.

Physical distancing and good ventilation are key ways to stop coronavirus spreading; there is a ventilation system in the Main Hall (the switch is in the kitchen). Other important measures include limiting numbers, including at pinch-points such as toilets, limiting face to face interaction, and good hygiene practices. Face coverings remain a legal requirement indoors, except in certain specific circumstances. Hirers must also check their insurer’s requirements.

The hall will continue to maintain a one-way system and an enhanced cleaning regime.

The Hall is managed by a group of volunteer Trustees. We have no paid employees, although we do have a contract with a part-time caretaker/cleaner. To keep costs for hirers down, we will not clean between every hire although we will aim to clean every day that the Hall is used; a schedule will be placed in both halls. This cleaning will include frequently touched surfaces such as light switches, door handles and door plates, the toilets, floors and the kitchen. It will not include tables and chairs.

A hirer must leave the hall clean and tidy for the next hirer. Coronavirus gives the hirer greater responsibilities: they must clean with an appropriate product, all the surfaces that their group will touch/have touched. They have a responsibility to other users to do this at the end of the hire and to their own attendees to do it at the start (because we have no one on site to monitor that the previous hirer has actually done what they are required to do). We will allow an extra 15 minutes at the start and end of each hire to enable this to be done. You must provide your own cleaning products and PPE.

There will be sanitiser available to hirers on entry to the building and in the hired room. This will be checked and replenished regularly, and should be sufficient for normal use, i.e. as people enter and leave; however, it will not necessarily be checked at the end of each hire. Hirers should encourage their attendees to bring their own sanitiser for personal use during the session. If the sanitiser does run out, hand washing facilities are available in the toilets.

Government regulations may change at any time and the Trustees may close the Hall or cancel hires at short notice. We will not be liable for any losses suffered by hirers.