**Reopening of Lisvane Memorial Hall**

**Important Information for Potential Hirers 2021**

Following the lockdown, we have reviewed the government regulations and will reopen on 10 May.

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.

The level of the Hire Charges is not sufficient to pay for a cleaner to be on-site at all times or for cleaning between every hire. The principle is, as always, that a hirer leaves the hall clean and tidy for the next hirer. Due to Coronavirus, ‘clean’ now 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.

The Hall will be cleaned during the week by the contract cleaner. The frequency will depend on the number of hirers and a schedule will be placed in both rooms. This cleaning will include frequently touched surfaces such as light switches, door handles and door plates, the toilets and the floors (and the kitchen when it is back in use). It will not include tables and chairs.

Sanitiser: 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.

It is the responsibility of the organiser of an activity or event to check the government regulations and confirm that their activity is a permitted activity and will act in a Covid-secure way before signing the Hire Agreement. Please do this before submitting your Risk Assessment.

Hirers must also check with their insurers. The Wales Council for Voluntary Action (WCVA) have issued this guidance: “It is very important to keep your insurance company informed of your activities. Your insurance company will require you to follow and adhere to all recommendations and guidelines issued by Welsh Government. You will need to inform your insurance company that you will be resuming services and discuss any new requirements you must consider to ensure you comply with your insurance policy.” Please do this before submitting your Risk Assessment.

Face Coverings must be worn by all visitors and users of the premises (unless they are exempt).

One of the current regulations “places a duty on those responsible for the centre to collect contact information from each person at the premises or, in relation to persons from the same household, from one of them, and retaining it for 21 days for the purpose of providing it to the Welsh Ministers or to a public health officer upon either’s request.” Therefore, In addition to collecting the information, you must also send a copy to the Booking Secretary (if it’s in paper form, a photo of the contact sheet is sufficient). Please ensure you include those who attend to drop off, watch or collect someone.

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)