



## **Victoria and Albert Halls ('Halls')**

### **Covid-19**

#### **COVID-19 SECURE GUIDELINES FOR USERS**

You, the user, will be responsible for ensuring those attending your activity or event comply with these COVID-19 Secure Guidelines while entering and occupying the halls. These are also shown on the poster which is displayed at the entrance to the halls. In particular, attention is drawn to the use of hand sanitiser and tissues supplied on entering the halls.

#### **HYGIENE**

Clean your hands often. Sanitiser is provided at entry, however it is advised that users bring their own sanitiser, wipes and tissues. Soap and hot water is provided in kitchens and toilets if these are used.

Avoid touching your mouth, eyes and nose whenever possible.

Tissues must be disposed off into a bin then hands cleansed thoroughly.

Face coverings throughout the halls are advisable whenever possible particularly around older and or clinically vulnerable people.

You undertake to comply with the actions identified in the Trust's risk assessment, a copy of which has been provided to you.



## **DECONTAMINATION**

The hall(s) will be cleaned before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths; do not spray!

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and taking all rubbish to the bins outside the halls.

## **GROUP OR PERSONAL EQUIPMENT**

Where a group uses their own equipment. You will ask those attending who bring their own equipment not share it with other members. You will ensure that any equipment you provide is cleaned before use and if left in the halls cleaned before being stored in the halls cupboards.

## **VIRUS CONTROL**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last seven days, and that if they develop symptoms within seven days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.



Whenever possible, you will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the halls develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them from the halls to hospital or home to self-isolate then all attendees should leave the premises, observing the usual hand sanitising and social distancing precautions, advising them to launder their clothes when they arrive home. Please inform the Booking Secretary as soon as possible so that any decontamination can take place. Contact details for the Booking Secretary can be found at the bottom of this guide.

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of three weeks after the event and provide the record to NHS Track and Trace if required. This is not compulsory however and people are not obliged to provide their personal details but where they do this information must be kept secure to comply with Data Protection Legislation.



## **SOCIAL DISTANCING**

You will ensure that no more people attend your activity/event that are indicated by the Booking Secretary as applying to the hall being booked, in order that social distancing can be maintained.

Information on numbers for each hall or activity room can be obtained from the Booking Secretary.

You will ensure that everyone attending maintains two metre social distancing while waiting to enter the premises, observes any one-way systems within the premises, and as far as possible observes social distancing of one metre plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

You will make sure that no more than two people use each suite of toilets at one time.

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a two metre distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of two metre between individual people or groups of up to two households or one metre with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation.



If tables are being used, you will place them so as to maintain a distance of at least two metres across the table between people who are face to face e.g. using a wide U-shape.

Users will need to provide confirmation to the Halls Trustees of the social distancing measures they intend to apply before a booking can be accepted.

## **CATERING**

You will encourage users to bring their own drinks and food. You will be responsible, if drinks or food are served, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Disposable paper cups are preferable to using crockery whenever possible.

You will bring your own tea towels/washing up cloths so as to reduce risk of contamination between users and afterwards take them away with you.

The Trust will provide washing up liquid and any bacterial spray.

A dishwasher is available in the Albert Hall kitchen for larger events.

Please only use the relevant kitchen for the different halls and meeting rooms.

## **LARGE GROUPS**

For larger events you will take additional steps to ensure the safety of the public in relation to COVID-19, for example, by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to



exit closest to the exits first and invite people to use toilets in the interval row by row.

Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**For further information contact the Booking Secretary at:**

Station Square  
Ballater AB35 5QB

email: [info@victoriaandalberthalls.co.uk](mailto:info@victoriaandalberthalls.co.uk)  
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