

# William Morris House – Terms and Conditions for Hire

## Room booking process

Rooms are available for hire between 9.00am and 10.30pm throughout the year. Bookings may be made up to six months in advance.

- Booking requests can be made via the website by:
  - i) Completing and returning the User Personal Details Form
  - ii) Signing and returning a copy of the Terms and Conditions of Hire
- Initial contact can also be made by e-mail to the House Manager at [manager.wmhouse@gmail.com](mailto:manager.wmhouse@gmail.com). Prior to a first booking, an appointment should be made to visit the House to check the suitability of the room.
- If the Client wishes to go ahead with the booking they must pay the room hire cost in full following receipt of invoice (NB: No booking is confirmed until payment is received).

## Use of William Morris House - Terms and Conditions

- Payment for the hire of rooms **must** be made in advance. Clients paying for regular bookings, must pay at least monthly in advance.
- Bookings may be cancelled up to a month beforehand otherwise all bookings must be paid for, regardless of whether the event takes place.
- Use of the disabled lift or kitchen must be booked in advance. Please contact the House Manager for details. Full disabled access is only available in the Burne Jones Room.
- The front door to the building must be kept shut at all times. It is the responsibility of the room hirer to 'meet and greet' attendees as they arrive.
- William Morris House has very little storage space and items can only be stored on an exceptional basis with the agreement of the House Manager. Otherwise no items should be left after the session. The House Manager reserves the right to remove or discard any items left at the house at their discretion. If items left at the House are damaged or discarded, the liability is with the client and not the House.
- No perishable items can be stored at the House. All such items must be removed from the House at the end of the session.
- Rooms must be vacated by 10.30pm unless agreed beforehand with the House Manager.
- Organisations/individuals using the rooms must abide by the House's health and safety policy (attached) and take full responsibility for their members and guests whilst on the premises.
- Rooms must be left in the condition that they are found. Tables should be folded and furniture must be stacked safely.
- Clients cannot sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policies relating thereto.

- Any damage to the fabric of the room or its contents must be reported immediately to the House Manager.
- The premises are not licensed for the provision of alcohol at public meetings.
- The person responsible for the hiring shall ensure that their attendees have all vacated the building at the end of their session.
- Hirers should have their own insurance to cover their activities. William Morris House will not accept liability for any injury, loss or damage to any person or personal belongings whilst on their premises. Items which are left in the house are the full responsibility of those who have left them.
- The entrance hall, passages, stairways and doorways must not be obstructed at any time. They are a means of access and exit and must be kept clear. Anyone waiting to collect attendees at the end of a session must wait outside the building.
- Access to additional features of the house apart from the booked room are dependent on their availability. No reduction will be given to room rental if these extras are not available. The kitchen can only be used by hirers of the Burne Jones Room and must be booked in advance. The Management Committee reserves the right to withdraw use of the kitchen at any time. Drinking water can be collected from the taps in the toilets. Please note, though, that face-to-tap drinking should not take place as it is unhygienic.
- External caterers can be arranged by clients with no added charge providing the group is hiring the Burne Jones Room. William Morris House doesn't provide catering so all logistics are the responsibility of the client and the external caterer. It is the responsibility of the hirer to ensure that the room is left tidy and all waste food is taken away from the premises.
- Hirers must use the general and recycling bins appropriately.
- Hirers working with children or other vulnerable groups must show in advance that they have DBS clearance.
- Noticeboards are available in all rooms; nothing should be attached to the walls.
- Clients shall protect the building by ensuring that all windows are shut at the end of the booking and that relevant equipment and lights are switched off and where necessary locking the front door. If there is any uncertainty, clients need to refer to one of the rotas situated around the house which states which is the last group to leave the house on any given day.
- The Management Committee reserves the right to alter any booking and the Terms and Conditions of the house at their discretion and without notice.

**I agree to the above terms and conditions.**

**Signed..... Print name .....**

**Organisation/Group (if applicable)..... Date.....**

## Covid-19 Addendum

William Morris House has been risk assessed and measures adopted to minimise the risk of infection and transmission of the virus. Our aim is to ensure, as far as is reasonably practicable, the health, safety and wellbeing of building users and our staff. To achieve this, we need your co-operation.

Please be mindful of the following:

1. The maximum number of people in our rooms in order to comply with 1-metre safe distancing is as follows:
  - Burne Jones Room (Room 1) – 15 people
  - Rose Lamartine Yates & George Bernard Shaw Rooms (Rooms 3&4) – 15 people
  - Tom Braddock Room (Room 7) – 12 people
  - The WMH office – 2 people.
2. Please make use of the ground floor hand sanitiser on entry to the building.
3. Face masks should be worn whilst in the building.
4. We have adopted a number of measures to minimise cross-over of traffic in the building and have put up signs to facilitate this:
  - There are separate entry and exit doors for the Burne Jones Room and the combined Rose Lamartine Yates & George Bernard Shaw Rooms.
  - Room hire users should only make use of the WC nearest their room.
  - There should be no cross-over on the building's stairs; priority should be given to people coming down the stairs.
  - The ground floor kitchen is currently out of bounds (except to assist with ventilation) and must not be used.
  - The corridors, stairways and landings must not be used as waiting areas. Anyone waiting to collect session attendees must wait outside the building.
5. All visits to the house are by appointment only. The front door must be kept shut in order to discourage casual visitors. Room hirers are responsible for meeting and greeting session attendees as they arrive and ensuring they sanitise their hands on entry to the building (sanitisers are also provided outside each room). Anyone feeling unwell should not be admitted.
6. Please ensure your room is as well ventilated as possible during use.
7. If you are running a dance or physical exercise class, it is your responsibility to place temporary tape on the floor as the Government has requested in order to ensure social distancing is maintained during classes.
8. If you are using chairs and tables, please place these to ensure that 1-metre social distancing (as a minimum) is maintained. No two people should be facing each other in close proximity unless they are from the same household or social bubble.
9. At the end of a session, please encourage people to leave the building promptly. We are running a programme of staggered entry and exit times to avoid large groups of people entering or leaving the building at the same time.
10. We have reviewed our cleaning arrangements in the light of Covid-19. Contract cleaning will be carried out daily, with particular attention given to heavy use areas. Whilst we are without a House Manager, if a room is used more than once in a day, we may ask you to carry out some cleaning at the end of your session. Cleaning materials and equipment

will be provided by us and your booking will be given additional free time to allow for cleaning to take place.

11. The Government has set down requirements for facilities like ours to assist with 'track and trace' in the event of a session attendee falling ill with Covid-19. With these in mind, we will regard you as the 'lead member' of your group and will pass on your name and phone number to NHS Test and Trace if requested to do so. It will be your responsibility to keep a record of the names and contact details of attendees for 21 days after each session in case you are contacted by NHS Test and Trace. (For further information, go to <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>.)

Tristan Wood  
(Secretary)  
13 July 2020

## Charging Policy

Payment for the Hire of Rooms **must** be made in advance

Clients paying for regular bookings must pay monthly in advance

Bookings may be cancelled up to a month beforehand, otherwise all bookings must be paid for regardless of whether the event takes place.

### Burne Jones Room (room 1)

**Features:** Ground Floor; Disabled access; Caterer Friendly; Stage; Sprung floor for dance; wall mirrors; an entry and exit door

|  |   |   |
|--|---|---|
| CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership | CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art | CATEGORY 3: Individuals charging for events and profit-making private organisations |
| £18.00 per hour  | £20.00  | £25.00  |

### Rose Lamartine Yates and George Bernard Shaw Rooms (rooms 3 and 4 - must be booked together)

**Features:** First Floor; the large room can be divided by the wooden panel for group work; an entry and an exit door

|  |   |   |
|--|---|---|
| CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership | CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art | CATEGORY 3: Individuals charging for events and profit-making private organisations |
| £15.00 per hour  | £17.00  | £22.00  |

### Tom Braddock Room (room 7)

**Features:** Second Floor, sprung floor, wall mirrors and barre, one entry/exit door

|  |   |   |
|--|---|---|
| CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership | CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art | CATEGORY 3: Individuals charging for events and profit-making private organisations |
| £15.00 per hour  | £18.00  | £22.00  |

# **This is the health and safety policy statement of WIMBLEDON LABOUR HALL CO-OPERATIVE SOCIETY LIMITED**

UK health and safety legislation place duties on everyone concerned with work and places of work.

When it comes to health and safety, Wimbledon Labour Hall Co-operative Society Limited has two key responsibilities:

1. As an employer, the Society is responsible for providing safe and healthy workplace and safe work equipment.
2. As a provider of room facilities to organisations and the general public, the Society is responsible for ensuring these are maintained in a safe condition and that room hirers are made aware of their own health and safety responsibilities.

Under the Management of Health and Safety at Work Regulations 1999, the minimum the Society must do is:

- identify what could cause injury or illness in our business (hazards);
- decide how likely it is that someone could be harmed and how seriously (the risk); and
- take action to eliminate the hazard, or, if this isn't possible, control the risk.

Employees, for their part, are responsible for taking due care of their own health and safety and that of others, including the public. (The term 'staff' below applies to both Society employees and volunteers.)

## **Part 1: Statement of Intent**

This policy is intended to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks
- provide clear instructions, information and training to ensure staff are competent to do their work
- ensure provision of personal protective equipment when needed
- provide and maintain safe premises and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- consult with our employees and building users on matters affecting their health and safety
- review and revise this policy annually from December 2020.

## **Part 2: Responsibilities for health and safety**

The Society's Chairperson has overall and final responsibility for health and safety.

Day-to-day responsibility for ensuring this policy is put into practice rests with the House Manager. In the event of that post being vacant, responsibility shall rest with the Chair of the Health & Safety Sub-Committee (see below).

Room hirers have responsibility for ensuring the health and safety of their room users and that any equipment, food or refreshments they bring into the building is safe for use. When a room is used

more than once a day, hirers may be asked to clean any equipment that has been used, door handles and light switches. Cleaning materials and equipment will be provided by the Society and the booking will be given additional free time to allow for cleaning to take place.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

The Chairperson – ensuring safety, COSHH<sup>1</sup> compliance, risk assessments, monitoring, and emergency procedures (including fire and evacuation)

The Secretary – consulting employees and building users, RIDDOR<sup>2</sup> reporting, accident and ill-health investigations, work-related ill-health, supervision and training.

The House Manager – first aid provision, maintaining equipment (including PAT<sup>3</sup> testing) and supplies, overseeing cleaning, building or equipment faults/damage, health and safety information provision to building users.

These three people, along with at least two Directors of the Society (one of whom shall be the sub-committee Chair), form the Society's Health & Safety Sub-Committee.

All staff should:

- be mindful of health and safety matters, take care of their own health and safety and assist room hirers and building users to do the same;
- report all health and safety concerns to the House Manager and/or the Chairperson, who will log and act upon the concerns.

Employees should note that failure to abide by health and safety responsibilities or the Society's policy can result in disciplinary action as per the Society's terms and conditions of employment.

All room hirers should:

- be mindful of this policy and health and safety matters in general, take care of their own health and safety and assist their room users to do the same;
- report all health and safety concerns to an appropriate person (as detailed above).

In the event of a health and safety incident occurring as the result of a room hirer's failure to abide by their health and safety responsibilities, the Society reserves the right to cancel future bookings.

### **Part 3: Arrangements for health and safety**

#### *Risk assessment*

- We will complete relevant risk assessments and take action to eliminate or minimise risks.
- We will review risk assessments when working habits or conditions change.

#### *Training*

- We will provide staff with health and safety induction and appropriate training. Provision of training will be documented.
- We will provide staff with personal protective equipment when needed.

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<sup>1</sup> Control of Substances Hazardous to Health

<sup>2</sup> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<sup>3</sup> Portable Appliance Testing

- We will ensure suitable arrangements are in place in the event of employees having to work remotely.

#### *Consultation*

- We will consult with staff routinely on health and safety matters as they arise and formally (along with building users) when our health and safety policies are reviewed.

#### *Evacuation*

- We will ensure that staff are inducted in the procedures to be followed in the event of fire or other significant incident; that these procedures are well advertised within the building; and that escape routes are well signed and kept clear at all times.

#### *Information*

- We will ensure that information on health and safety aspects and responsibilities is provided in our information to room hirers and any pre-visit prior to a first hiring, and that hirers are kept informed of any subsequent alterations in our approach towards health and safety matters.
- We will maintain a record of accidents and 'near misses' at the premises and review our practices in light of this.

#### GENERAL

1. Staff must carry out their duties in a manner that will not endanger themselves, colleagues or members of the public.
2. Staff and room hirers should be mindful of the possibility of unauthorised visitors to the premises. Staff should challenge any visitors thought to be unauthorised or call the police. Room hirers should report any visitor thought to be unauthorised to the House Manager at the earliest opportunity, and, if necessary, call the police. The House Manager should log details of any unauthorised entry and report the incident to the Chairperson.
3. Materials and equipment must be used in compliance with the manufacturer's instructions or directions.
4. Electrical and mechanical equipment must not be interfered with by unauthorised personnel.
5. All flammable materials and liquids must be used and stored in a safe manner. Cleaning materials, bleach, etc., must always be kept out of the reach of children in a locked cupboard, but never above head height and should never be decanted into other bottles.



6. All working places and public areas must be kept in a healthy and hygienic condition. Food must not be left overnight in the building.

7. Staff must not attempt to carry out work on the building for which they are not competent. The correct tools and equipment and (where appropriate) protective clothing for a particular job must always be used.

8. All tools and equipment must be maintained in good order and only used for the purpose they are designed for.

9. All staff will be instructed on the siting of fire fighting appliances and be acquainted with the operating instructions. Extinguishers are only to be used on fires if the user is not at risk. (see 'Fire Procedures' and 'How to Tackle a Fire' below).

10. Electricity at Work: a) Only use electrical appliances if you are satisfied it is safe to do so and you know how to operate them. b) Do not use appliances if electric leads are frayed or split, wire loose or plugs broken. Do not use broken wall sockets. c) Do not touch appliances, plugs, switches, light bulbs etc., with wet hands. d) Electrical equipment must not be interfered with by unauthorised members of the public. e) Do not remove a plug from a socket by pulling the cable. Switch off at the socket and only grasp the plug to remove it. f) Switch off all appliances at the wall socket when not in use. g) Cabling should be taped to the floor. Do not run electrical cables under carpets or leave untaped cables lying around, as they can be a hazard. h) Do not overload electrical points by using multi position adapters. i) Connecting an electrical appliance in one room by cable to a socket in a different room is expressly forbidden. j) When refilling a kettle, in the interest of your own safety, ensure that the electrical supply is switched off and the appliance is unplugged.

11. Regular inspections will be carried out by the House Manager to ensure all equipment and appliances are in a safe and usable condition and that the building is clean and safe.

12. Any faults/damage to the exterior or interior of the building or to its equipment must be reported to the House Manager at the soonest opportunity.

#### FIRE EMERGENCY PROCEDURES

13. The Chairperson must ensure that a drill is carried out a minimum of twice a year which involves evacuating the building. These drills must be recorded.

14. The House Manager must ensure that fire extinguishers are regularly checked and a record kept.

15. A safe and orderly evacuation is only possible if staff and building users are fully aware of the fire evacuation procedure. They must know: -

- Where the fire emergency exits are and the escape routes and assembly point.
- How to give the fire alarm.
- It may be advisable not to give a reason for evacuating to ensure people are not panicked unnecessarily.
- The nearest telephone, outside the building, in order to contact any necessary emergency services if they are unable to gain access to an office telephone or use their own (always call the Fire Brigade if a fire breaks out - telephone 999.).

#### HOW TO TACKLE A FIRE (for staff information only)

16. Take up a position where access to the fire is unrestricted, but where a quick and safe retreat is possible i.e. on the side of the nearest exit or, if outside, the windward side of the fire. Crouching as low as possible will help you keep clear of smoke and avoid heat and allow you a nearer approach to the fire.

17. Always ensure that a fire is completely extinguished and not able to re-ignite or continue smouldering.

#### DO NOT CONTINUE TO FIGHT A FIRE IF:

- It is dangerous to do so.
- If your escape route may be cut off by smoke or heat.
- If the fire continues to grow despite your efforts.
- If there are gas cylinders or flammable liquids nearby or the chance of an explosion.
- If cellular foam is burning or smouldering, evacuate immediately.
- If you have to withdraw, close windows and doors behind you if possible and safe to do so.

#### FIRE PREVENTION

18. Many fires occur outside opening hours but are often the result of human error during work hours. The risk of fire can be minimised by observing very simple rules:

- Put all wastepaper and other combustibles in waste bins.
- Remove all plugs from sockets before leaving the building (not fridges or freezers).
- Radiators must not be used for storing papers or other items at any time.
- Boxes, papers etc., must not be left on or near cookers.

#### FIRST AID

19. The first aid box must always be kept away from children. The box should be available to all users of the building, its location signposted and its contents checked weekly by the House Manager against an inventory to ensure it is kept properly stocked.

20. In cases of serious injury or in any doubt, send for an ambulance to take the injured person to hospital (telephone 999).

## SAFETY OF PREMISES

21. Pre-function checks must be carried out by staff and room hirers before rooms can be used. As a minimum, the following checks must be made (but not assumed to be exhaustive):

- All exits unlocked, and unbolted, with exit lights operating.
- Premises clear, with no hazards apparent from loose flooring or floor fixings, or liquid on floors.
- Premises layout with furniture and equipment must ensure adequate free corridors and free access to fire exits and appliances.
- All fire appliances in position and ready for use.

22. All entrances, exits, corridors and stairways must be kept clear of furniture, refuse, loose floor covering and any other that may impede or be hazardous to the public and staff.

23. Fire and smoke-screen doors must be kept closed at all times and never wedged open.

## LIFTING

24. Back injuries are a common form of accident. It does not need a heavy load to strain your back – it's the way that you lift that does the damage. Some simple lifting rules:

- Let your legs, not your back, take the strain when lifting- keep your back straight and bend your legs. Do not use your back as a lever. Only you can judge your ability to lift - if it seems that a load may be a strain, don't be shy, get help.
- Have a good grip on the object that you are lifting and do not change that grip when carrying the object. If you need to change your grip, rest the load on a firm support first.
- Always make sure that you can see over the load and that the way ahead is clear.

## HYGIENE

25. Good hygiene is important at all times, but particularly during times of epidemic. As part of our responsibility to ensure a safe environment, the Society shall:

- Encourage all building users to follow [guidance on hand washing and hygiene](#)
- provide hand sanitiser at the entrance to the property and in hire rooms, in addition to washrooms
- ensure objects and surfaces that are touched regularly are regularly cleaned and disinfected, increasing frequency when necessary
- ensure particular attention is paid to cleaning busy areas
- set out clear use and cleaning guidance for the building's kitchen and toilets
- provide hand drying facilities.

26. At times, it may be necessary to prohibit bringing food or refreshments into the building.

## SOCIAL DISTANCING

27. When social distancing regulations apply, the Society shall:

- put up signs to remind workers and visitors of social distancing guidance
- review the maximum permitted numbers of people in our rooms
- make use of floor tape to mark areas to help people keep distance
- put up guidance on traffic priorities through the workplace
- arrange to see visitors by appointment only
- reserve the right to require all building users to wear face masks.

Adopted: 1<sup>st</sup> June 2020

Review date: 1<sup>st</sup> December 2020