

FCA Special Conditions of Hire during COVID-19

Note: These conditions are in addition to, not a replacement for, the Cadbury Hall's standard conditions of hire available on our website.

SC1: 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test and Trace system to alert others, and they **MUST** get a Covid-19 test.

SC2: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the poster displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and leaving the hall, and washing their hands after using tissues.

SC3: You will keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Test and Trace if required. (People are not obliged to provide details)

SC4: You undertake to comply with the actions identified in your risk assessment.

SC5: You will check whether the hall has been cleaned prior to your booking.

You will be responsible for the cleaning of the tables and chairs that you plan to use. You should therefore plan to arrive early. To minimise the risk from heavily used surfaces such as door handles, light switches, window catches, etc, you should open the doors and turn on the lights prior to the start of your session.

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

SC6: You will keep the premises well ventilated throughout your hire, with windows and doors open to maximise airflow. You will be responsible for ensuring they are all securely closed on leaving. For Zumba and similar, please leave the top windows in the hall open.

SC7: You will ensure that no more than the number of people permitted for your activity come into the hall, and that the social distancing requirements for your activity are met. You will ensure that everyone attending:

1. Maintains 2m social distancing in the building and while waiting to enter the premise.
2. Observes the one-way system within the premises, and
3. Observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving equipment, accessing toilets), which should be kept as brief as possible.

You will ensure that no more than one person uses each toilet area at a time.

SC8: You will ensure that all your group wears a face covering at all times in the building unless certain circumstances apply. A full list of exemptions is available in the lobby. Two of note are (1) if wearing a face covering would cause you severe distress, and (2) if it would negatively impact on your ability to exercise or participate in a strenuous activity.

SC9: 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 2m 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.

SC10: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m 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 social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should move them to the **designated safe area**, which is **the kitchen**. A copy of the Covid-19 symptoms action plan and a Covid-19 first aid kit will be available in the kitchen. You are to follow the action plan and use the first aid kit as necessary. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Please inform the hall on 07885 756789 or 01452 741225.

SC12: 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 hall 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 any hire periods cancelled.

SC13: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

SC14: You will advise users to bring their own drinks, as the kitchen is closed. No food is allowed in the building.

SC15: No more than 30 people are permitted in Cadbury Hall at any time, and no more than 12 children for parties. Children must always be supervised by an appropriate number of adults.

SC16: To avoid the risk of aerosol or droplet transmission, you must avoid the need for people to unduly raise their voices.

SC17: Other special points.

1. Where Zumba or equivalent takes place. You will organise your activity in accordance with guidance issued by the relevant governing body and/or the government whichever is the more stringent.

Where a group uses their own equipment. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.