

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 have had **any Covid-19 symptoms in the last 10 days or anyone in their household has had any in the last 14 days**, and that if they develop symptoms within 10 days of visiting Cadbury Hall they **MUST** use the Test and Trace system to alert others with whom they have been in contact, and they **MUST** seek a Covid-19 antigen 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 **MUST** keep a record of the date and time your activity started, and the name and contact details of all who attend your event. It is up to you how you do this: by keeping a written record, using the hall's or your own NHS QR poster or a mixture of both.

Note. Under GDPR you cannot use contact details collected for NHS Test and Trace for any other purpose, and you must delete the personal details 21 days after each activity.

SC4: You undertake to **comply with the actions identified in both the FCA and your own risk assessment.**

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

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, and then wash your hands.**

Where you use your own equipment, you will ensure that any equipment you provide is cleaned both before use and before being stored in the hall's cupboards.

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: **No more than 30** people are permitted in Cadbury Hall at any one time, but **no more than 15** are permitted for exercise with movement (3m spacing required for this), and **no more than one qualifying group of 6 people including children is permitted at children's parties.** Children must always be supervised by adults.

SC8. 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 systems within the premises.
3. Observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. accessing toilets), which should be kept as brief as possible.

4. Follows the rule that no more than one person uses each toilet area at a time.

SC9: Where an activity has a governing body, you will **organise your activity in accordance its guidance issued by the relevant governing body and/or the government** whichever is the more stringent.

SC10: You will **ensure that all your group wears a face covering** unless an exemption applies or there is a good reason not to. A full list of exemptions is available in the lobby, eg, (1) if wearing a face covering would cause you severe distress, and (2) if it would negatively impact on the ability to exercise or participate in a strenuous activity.

SC11: You will take particular care to **ensure that social distancing is maintained for any persons aged 70 or over or 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 or other confined areas without others being present. In general, passing another person in a confined space is less risky, but for older people it should be avoided.

SC12: You will **position furniture or arrange the room as far as possible to facilitate social distancing of 2m** between individual people (or household/bubble groups) or 1m with mitigation measures such as: (1) seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, (2) good ventilation. If tables are 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.

SC13: **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 in the kitchen**. A copy of the Covid-19 symptoms action plan and a Covid-19 first aid kit is in the kitchen. Follow the action plan and use the first aid kit as necessary. Check you have contact details for the others in the group, and then ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to wash their clothes when they arrive home.

SC14: 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.

SC15: You will advise users to bring their own drinks, as the kitchen is closed, and that no food is allowed in the building.

SC16: To avoid the risk of aerosol or droplet transmission, you **must avoid the need for people to unduly raise their voices**, eg, not playing loud music.

SC17: **We have the right to close the hall if there are safety concerns relating to COVID-19**, eg, if someone who has attended the hall develops symptoms and thorough cleansing is required or if the Special Hiring Conditions above are not complied with, 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.

SC18. You will ensure that any activity which includes the provision of food (not currently permitted) or drink ceases before 10pm, and is cleared away by 10pm.