

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 must 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** have had **any Covid-19 symptoms in the last 48 hours**, and **that if they develop symptoms within 10 days** of visiting Cadbury Hall, they **MUST** seek a Covid-19 test.

SC2: You, the hirer, are 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.

SC3: Test and Trace. You are encouraged to keep a record of the name and contact details of everyone who attends each of your bookings, as well as the date and time of your activity. You can record contact details by (1) keeping your own record, (2) using the hall's NHS QR poster or (3) by filling in the form in the entrance lobby.

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

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

SC5: Please use the hand sanitiser on entering and leaving.

SC6: The hall will be cleaned once per day. To minimise the risk from frequently touched surfaces such as door handles, light switches, etc, you should **open the doors / windows, and turn on the lights prior to the start of your session, and then wash your hands.**

SC7: You must **keep the areas you are using well ventilated throughout your hire**, with windows and doors open to maximise airflow. Also, in the main hall, use the hall fan to spread the fresh air around. If you are the last user of the day, you are responsible for ensuring windows and doors are all securely closed, and the lights, the fan and taps are off on leaving.

SC8: Although face coverings are now optional, we strongly recommend that users follow the latest government guidance to **wear them in crowded and enclosed areas** (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>, dated 20 Aug 2021).

SC9: Although social distancing is now optional, we strongly recommend following the latest government guidance (ref above) to **limit close contact with those you do not normally live with**.

SC10: You will ensure that **no more than 75** people attend your activity in Cadbury Hall, and **no more than 25** for exercise activity such as Zumba with movement (2m spacing required for this). Children must always be supervised by adults. Limits for the other rooms are available on request.

SC11: Please encourage those using the main hall to observe the one-way systems within the premises.

SC12: Where your activity has a governing body, you must **organise your activity in accordance its guidance issued by the relevant governing body and/or the government** whichever is the more stringent.

SC13: Please encourage **anyone aged 70 or over or clinically vulnerable to COVID-19** to take additional safeguards if they feel the need.

SC14: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, they should leave immediately, or if they can't, you should move them to the **designated safe area in the annexe lobby**. A copy of the Covid-19 symptoms action plan and a Covid-19 first aid kit is in the annexe lobby. 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.

SC15: You are **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.

SC16: The kitchen is available for use, please follow the rules for its use (shown on the wall).

SC17: 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.

SC18: 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 community 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.