

**Conference & Room Hire Safeguarding Policy: Covid-19**  
**Updated: 12/05/2021**

**We have carried out the following to keep our customers and staff safe –**

- 1). We have complied with the government's guidance on managing the risk of Covid-19.
- 2). We have carried out a Covid-19 risk assessment and shared the results with people who work here. Our risk assessment is available on the Covid-19 section of our website.
- 3). We have enhanced cleaning, handwashing and hygiene procedures in place, in line with government guidance. In addition to this:
  - Meeting room table surfaces, chairs, doors and other pinch points will be thoroughly cleaned down after each use.
  - Lobby and shared spaces will be cleaned down at regular times during the day and recorded on our cleaning rota.
  - Toilets will be cleaned after each performance and in the morning each day, as well as regular surface cleans during the day.
  - Toilets will only be open to Flavel customers and will be limited to 3 ladies and 2 gents at one time.
- 4). Our main auditorium has a powerful 3-level filtration, air conditioning system in operation at all times to clean the air.
- 5). We have installed safeguarding screens at our box office and bar areas to protect customer and staff.
- 6). We have one way systems in place, for all customers exiting the building from main auditorium events and meeting rooms.
- 7). We are participating in customer data collection for track and trace purposes.
- 8). Our staff and volunteers have been Covid-19 trained.
- 9). Hand sanitiser stations throughout the building.



## **Room Hire Layout and Capacity -**

### **The Green Room:**

- Maximum of 5 people.

### **The Studio:**

- Exercise classes - maximum of 10 people.
- Meetings 16 - 20 people using the 1m social distancing rule.

### **The Auditorium - Meetings & Presentations - Rake Seating only:**

- Total attendance - 30 people.

### **The Auditorium - Exercise Classes:**

- With the rake seating - 12 people.
- Without rake seating – 20 - 30 people (there may be an additional charge for setting up the room).

## **Refreshments -**

Limited refreshments will be available on request.

## **Room Hire Fees -**

- Covid-19 Room Hire Contracts will be issued for all bookings.
- Payment terms will be in-line with our current Terms & Conditions.
- Bacs transfer and card payments only during the restricted period.

## **Room Hirers' Responsibilities -**

- 1). To submit a risk assessment for your event/activity with the signed Room Hire Contract.
- 2). To collect and record data of your attendees for track and trace purposes. This information must be submitted to the Flavel for their records on the day of your event.
- 3). When using the auditorium seating for a function, it will be the hirers responsibility to allocate and manage the seating arrangement in-line with the 1-m social distancing rule. Seating plan layouts will be provided to help you manage this process.

Your contact at The Flavel will be able to advise you of the best process to follow should you require this.

- 4). To distribute The Flavel safeguarding information to all participants prior to your meeting or event, as outlined below.



**Before entering the Flavel building please ensure all participants -**

- 1). Read the Flavel's Covid-19 safeguarding policy before attending the meeting.
- 2). Are aware of the seating process in advance to aid arrival and departure traffic. As well as the rear exit policy at the end of your meeting or event.
- 2). Do not enter the building if you are feeling unwell or have a temperature, or if you have been in contact with someone who has been isolating for 2-weeks or less after returning from overseas travel.

**On entering the Flavel building please ensure participants -**

- 1). Use hand sanitiser on entering the building.
- 2). Happy to have temperature taken by a non-contact means.
- 3). Wear a face covering in all public areas of the building.
  - If you are attending a meeting, you must wear your mask in public areas, but you may remove it once you have sat at your meeting seat and for the duration of your meeting.
- 4). Comply with the safeguarding behavioural information throughout the building.

**Safeguarding and Technical Assistance -**

- 1). Please note that all meeting presenters will be required to use a presentation safeguarding screen, which will either be attached to the lectern or freestanding dependent on your presentation style and format, to protect your audience and other presenters from aerosol transmission.
- 2). Should you be interested in online streaming of your event to widen your audience, please contact Hannah Roberts for further information.
- 3). Additional charge for microphone hire. Should you require the use of in-house microphones for your event, due to the Covid safeguarding procedure for this type of equipment an additional charge will be applied to your room hire fee. The fee will be confirmed shortly.

Should you have any questions regarding any of the aspects above, please contact Lesley Turner or Hannah Roberts to discuss further.

T: 01803 839530 E: [Lesley@theflavel.org.uk](mailto:Lesley@theflavel.org.uk) / [Hannah@theflavel.org.uk](mailto:Hannah@theflavel.org.uk)