

Clubs and Classes Safeguarding Policy: Covid-19 Updated 21/08/2021

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.
- 4). Our main auditorium has a powerful 3-level filtration, air conditioning system in operation at all times to clean the air.
- 5). We will continue to use safeguarding screens at our box office and bar areas.
- 6). Our staff and volunteers have been Covid-19 trained.
- 7). Hand sanitiser stations will be situated throughout the building.
- 8): All staff and volunteers have been asked to confirm they have either received two vaccinations or taken a negative lateral flow test before entering the building.

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 would be preferred.

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.
- 3). When using the auditorium seating for a function, it will be the hirers responsibility to allocate and manage the seating arrangement.
- 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). 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). Wear a face covering in all public areas of the building.
 - If you are attending a performance in the main auditorium, you must wear your mask in public areas but you are allowed to remove it to eat and drink in the bar area and during the performance.
 - If you are attending a meeting, you must wear your mask in public areas, but you may remove it once you are in your meeting room and for the duration of your meeting.

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

T: 01803 839530 E: Lesley@theflavel.org.uk