

## ANNEX B

### CHECKLIST

Date of Hiring:

Nature of Activity, meeting or event:

Number attending:

Name or Hirer or Supervisor (if applicable) completing list:

Action required	Tick to confirm done	Initial with date	Further comment(s)
CALCULATE space required for each person attending hiring and confirm Hall can safely accommodate total required			
CLEAN any equipment to be brought into Hall, before arrival			
CONSIDER RECOMMENDATION, IF ANY, ON FACE COVERINGS for those attending your activity			
WIPE CLEAN all ENTRANCE HALL, TOILET AND MAIN HALL door handles, light switches, chairs, stored equipment before event			
BRIEF all those attending on any Covid Secure guidelines or practice via verbal or written briefing			
ENSURE Good ventilation provided to Hall and to Toilets during event and all windows closed afterwards			
ASK THOSE ATTENDING TO REGISTER their names & phone numbers in Visitors' Register or record attendance via QR code			
CLEAN all MAIN HALL door handles, light switches, chairs, equipment and other surfaces touched after event			
If KITCHEN used, WASH UP any crockery used and wipe clean all surfaces after use			
WIPE CLEAN all door handles, light switches basin handles, toilet flush handles in Disabled, Gents and Ladies toilets			
If person taken ill during event, PROMPTLY INFORM Bookings Secretary by phoning her on 01963548016 or 07703064252			