

## Chillington Village Hall Check list

Date:	For information	Response to CCA to improve the Hall
Action	CCA comments/suggestions	Hirer Comments
Before Event		
Open windows & doors	Ventilate hall before your event and keep doors open throughout your event (if possible) to give a flow of fresh air	
Clean switches	We clean all switches, but it never hurts to do it before your event too – not required, but additional safety	
During Event		
General comments		
Keep windows and doors open	Maintain fresh air in the hall if possible	
Use main door for entry and fire door for exit	As much as possible keep a one way system in place	
Use hand sanitisers		
General comments – washrooms		
Maintain clear hall into kitchen	If both toilets are busy, please queue in the hall, not in the kitchen or connection hall way	
During function	Please give the washrooms a quick disinfectant spray if possible – good practice, especially with functions with children in attendance	
After function	Please remove all litter and if you can give a sanitising spray and wipe down it would be appreciated	
General comments – Kitchen		
Kitchen	Maximum of 2 people in the kitchen	
Dishwasher	Please load and use the dishwasher during and after function as much as possible	
Kitchen surfaces	Please clean all work surfaces regularly during use with disinfectant spray, especially after event is finished	
Other kitchen surfaces	When you are finished, can you give the kitchen a spray (disinfectant) and clean overall, especially switches and any regularly used surfaces (in addition to work surface)	
Utensils	Please replace any utensils after they are cleaned	
Dishtowels	If you use any dishtowels, can you either place them on the work surface by the sink, or if possible take them home, wash and return dry and clean. There are also paper towels available as required	
Hatch for serving	Please use the hatch for all serving during the event to stop additional people entering the kitchen	
Remove all rubbish	All rubbish bags are to be removed from the hall and either recycled at home or if space is available, in the bins in the grounds (please consider other park users and if this is not possible then take the bags home and throw out in you bins as normal).	
General comments – Hall		
Switches, window handles and work tops	It is good practice to give a general wipe down during a function.	

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Switches, window handles and work tops	After the function has completed, please give all surfaces used a quick disinfectant wipe down	
Walls and doors	In the event of any touching of walls and doors, especially after children's functions please give the walls and door a quick disinfectant wipe down as you do handles and light switches.	
Remove all rubbish	All rubbish bags are to be removed from the hall and either recycled at home or if space is available, in the bins in the grounds (please consider other park users and if this is not possible then take the bags home and throw out in you bins as normal).	
Tables	If hall tables are used, then please wipe them down and disinfect after use ready for the next user.	
After use of Hall		
Close the hall after use	Doors	
	Windows	
	Turn down the heater if it was used	
	<b><u>Be safe and let's keep the Hall open for future use</u></b>	

### Track and Trace document

Dear Hall Group Coordinator:

Following both best practices and Gov. Regs. We would ask you to share some of your details with us for your safety. Please keep a list of contact details of the members of your group for 4 weeks in case of any Track and Trace requirements.

This will only be shared with the NHS in the instance of track and trace requirements.

Date: \_\_\_\_\_

Time of arrival: \_\_\_\_\_

Time of departure: \_\_\_\_\_

Name: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to share my information with the NHS if required

Signature