

St James's Church Hall

Checklist for Hirers

Risk Assessment STJ 011 - Reopening of St James's Church Hall

Hirer/Organisation

I confirm that

- * A register of names and contact details for NHS Test and Trace has been made
- * The Plastic Chairs that we have used have been sanitised with Antiviral Surface Cleaner in accordance with the user instructions
- * The Gents Toilet has been thoroughly cleaned
- * The Ladies Toilet has been thoroughly cleaned
- * The Disabled Toilet has been thoroughly cleaned
- * All surfaces touched have been wiped down with Antiviral Surface Cleaner or sanitising wipes
- * All waste bins have been emptied and the contents bagged
- * All cloths, sanitising wipes and gloves have been bagged
- * All waste has been taken away for disposal

- * Please tick as appropriate

Name (Please print in Block Letters)

Signature

Date

Time

Thank you for complying with the COVID-19 requirements specified in Risk Assessment STJ 011