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| **Name of Church Hall:** | **Address:** | | **Date:** | |
| **Area of Focus** | **Control Measure**  *These are the main themes to consider in opening your hall.*  *They may not apply in each case.* | **Detailed arrangements**  *Set out below the detailed arrangements you will implement under each control measure.* | **Action by?** | **Completed** |
| PREPARATIONS | Maintenance Checks |  |  |  |
|  | Check services e.g water,  electrical, heating systems |  |  |  |
|  | Access Routes |  |  |  |
|  | Car Parks |  |  |  |
|  | Airing and Cleaning |  |  |  |
|  | Ventilation and Heating |  |  |  |
|  | Review Fire Risk Assessment |  |  |  |
| PHYSICAL DISTANCING | Building capacity calculations for different types of activity  (subject to limit of 15 people) |  |  |  |
|  | Signage |  |  |  |
|  | Entry and Exit routes  including car parks |  |  |  |

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|  | One-way systems |  |  |  |
|  | Taped/barriered routes |  |  |  |
|  | Seating arrangements |  |  |  |
|  | Restricted areas |  |  |  |
| HYGIENE | Hand washing sanitising |  |  |  |
|  | Toilet arrangements |  |  |  |
| CLEANING | Cleaning regime |  |  |  |
|  | PPE |  |  |  |
|  | Cleaning team details |  |  |  |
| OTHER | Liaison/communication with activity organisers |  |  |  |
|  | Liaison/communication with staff and volunteers |  |  |  |