

Trimingham Village Hall Trust

Cleaning/Safety Procedures to be followed by all user groups

Item No	Description	Responsibility
1	Entering the hall (by either the main or back door) individuals required to sanitise hands using the dispenser provided	ALL
2	Surfaces (i.e. tables, metal areas on chairs, and equipment) to be cleaned down using the bacterial wipes provided before and after use. Cleaning cloths, wipes, etc to be binned after each use	Nominated
3	If using the kitchen, all surfaces to be wiped down with the spray provided. Gloves will be provided. Disposable cleaning cloths (J cloths) will be provided and should be disposed of after use. All items of cutlery/crockery used to be washed in the dishwasher	Nominated
4	Maintain the social distance in present guidance during activities	ALL
5	Toilets – suggested that one toilet be nominated for use i.e. the disabled facility. Each group would be responsible for cleaning the toilet after use. The necessary products (wipes, gloves, toilet cleaner etc) will be provided	Nominated
5	When leaving the building, all individuals must use the hand sanitiser provided	ALL
6	Any problems to be reported immediately to the Management Committee contact detailed below	ALL
7	Group members are asked not to attend if feeling unwell	ALL
8	All groups must maintain a daily/weekly register of those attending activities, with contact details	Activity leader

Management Committee Contact: Linda Brown 01263 834349