

INDUCTION CHECK LIST v4 20/09/20

	Points to cover	Documentation	Notes
Welcome	<ul style="list-style-type: none"> • Personal intro – contact details (mobile?) • Wish for hirers to happy and safe • Feedback is encouraged • Outline facilities – 3 halls (Kitchen) • Upper Hall (limited access) 	<ul style="list-style-type: none"> • WVCA Health & Safety Statement • Suggestion book • Stairlift instructions 	<ul style="list-style-type: none"> • demonstrate
General information	<ul style="list-style-type: none"> • Access – unlocking / locking • Lights • Ventilation / heating 		
Health & Safety	<ul style="list-style-type: none"> • WVCA or hirer's general risk assessment • Lifting / stacking of chairs • Chair trolley • Lifting / stacking of tables • Use of ladders • Hirers under a duty to ensure their equipment is safe 	<ul style="list-style-type: none"> • WVCA or hirer's general RA • HSE guidance 	<ul style="list-style-type: none"> • ensure completion • retain and file a copy • demonstrate
Emergencies	<ul style="list-style-type: none"> • hirers must have mobile phone • first aid box location • incident / accident book • fire procedures / fire exits • location of fire extinguishers • fire marshals – personal evacuation plans • evacuation takes precedence over social distancing 	<ul style="list-style-type: none"> • displayed emergency notice 	
COVID-19	<ul style="list-style-type: none"> • two hall COVID-19 risk assessments have been undertaken • wear face coverings • rule of 6 and no mingling between groups • hirers required to keep list of attendees and contact details this should be kept for 3 weeks • if somebody in your group develops COVID-19 symptoms within 7 days of attending you must inform the Hall Manager 07826 309186 • hirers required to clean touch surfaces (chairs, tables, toilets, door handles, light switches, window catches etc) BEFORE & AFTER hire • try to minimise touching surfaces – don't touch curtains • location of cleaning materials • advise on how to clean • only use chairs identified for use (quarantined for 72 hours) 	<ul style="list-style-type: none"> • WVCA COVID-19 RA • So Pro COVID-19 RA • Supplementary CV conditions of hire 	

	<ul style="list-style-type: none"> • hirers to provide own PPE • those attending Pilates or yoga classes in carpeted areas must bring their own mats to reduce contact with the floor and pay attention to hand sanitisation. The WVCA cannot guarantee that the room has not been used for 72 hours. • Where relevant (e.g. exercise and dance groups) must adhere to guidance from relevant governing body • hirers must ensure their equipment is clean • respiratory hygiene – catch it, bin it, kill it • hand hygiene – hand sanitisers; soap; paper towels • paper towels in cloakrooms (electric dryers disabled) • ventilation – open windows (air conditioning disabled) • window pole in upper hall • social distancing – remember 2 metres – must NOT exceed room capacity • bookings will be staggered to minimise crossovers • hall users to queue outside, socially distanced until invited in by event organiser • one-way systems • in an emergency, evacuation takes precedence • try to ensure congestion in use of toilets • avoid bunching when exiting hall • policy should anybody be taken ill on premises with COVID-19 symptoms • use accessible toilet – instructions are inside the door also PPE • Inform hall manager 07862 309186 • <u>draw attention to Supplementary CV Conditions of hire</u> – either on paper or online • Hirers to complete and submit COVID-19 Risk Assessments 	<ul style="list-style-type: none"> • Supplementary CV Conditions of hire • Either WVCA COVID-19 RA OR Hirer's COVID-19 RA 	<ul style="list-style-type: none"> • Retain and file copy of Hirer's or WVCA COVID-19 Risk Assessment
	<ul style="list-style-type: none"> • COMPLETE and SIGN Hirer's Declaration 		<ul style="list-style-type: none"> • Retain and file