**DORDON PARISH COUNCIL**

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|  |  | **Talk with staff, hirers and volunteers regularly to see if arrangements are working.** |  |
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| Car Park/paths and exteriorareas | Social distancing is notobserved as people congregate before entering premises**,** Parking area maybe congestedto allow social distancing. People drop tissues | **Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.****Debbie asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.** | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. |
| Entrance hall and Lobby | Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.Door handles, light switches in frequent use. | **Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one way system and provide signage.****Door handles and light switches to be cleaned regularly.****Hand sanitiser to be provided by hall** | Hand sanitiser needs to be checked daily.Provide more bins, in entrance hall, each meeting room. Empty regularly. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and-armsSoft furnishings which cannot be readily cleaned between  | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning** | Cushioned chairs areimportant for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. |

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