

3. Clean more often					
High/moderate risk/vulnerable individuals attend					
	Surface	Venue cleaned before event / after last use	Hall Management		
	Surface	Hand soap / hand sanitiser provided	Committee		
	Surface	Regular Hand washing / sanitising encouraged	Chairman		
	Surface	Toilets and common touch points cleaned regularly	Committee		
	Surface	Hand sanitiser provided at common touch points (e.g. doors)	Committee		
	Surface	Rubbish bins regularly emptied	Committee		
4. Enable people to check in at venue					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Venue providing relevant Test and Trace information and check-in	Hall Management		
5. Communicate and train					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Risk assessment available online for all stakeholders to see	Committee		
	Aerosol, droplet, surface	List of procedures and expected behaviours provided for audience when booking / reminder emails / on our website	Committee		
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Hall Management		
6. Social distancing/flow of people					
High/moderate risk/vulnerable individuals attend					
	Droplet	No social distancing but audience asked to respect each other space	Chairman		
	Droplet	No more than 3 people in cloakroom/ corridor/ toilets etc. at a time	Committee		
	Droplet	One way and queuing systems at pinch points - e.g. entrance/exit, toilets / interval area etc.	Committee		
7. Ticket sales and donations					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Collecting cash in buckets - secure quarantine for 72 hours before opening Collecting cash in buckets – wipe regularly	Committee		

8. Intervals and refreshments					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Provides / serves refreshments	Committee		
		All items cleaned by hand using hand protection			
9. Performers					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Performers arrive dressed / bring their own refreshments			
	Aerosol, droplet, surface	For shared equipment or where assistance is needed to move equipment hand sanitiser and disposable gloves provided	Committee		
10. Singing					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet	Singers limit volume / Microphones used			
	Aerosol, droplet	Space well ventilated	Committee		
	Aerosol, droplet	Position at least 3m from first row of audience	Committee		
	Aerosol, droplet	Regular breaks in programme between singers	Committee		
	Aerosol, droplet	Stand side by side			