

# Community venue hirer COVIDSafe Checklist

Please return this completed form to: [council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au) | 45 Splatt Street, Swan Hill VIC 3585 | PO Box 488, Swan Hill VIC 3585.

<b>Organisation:</b>	
<b>Facility Name:</b>	
<b>Facility Address:</b>	

1. **Have you checked the Department of Health and Human Services website ([www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au)) to confirm that you can resume your activities / operations and whether any specific restrictions apply?**  Y  N

Please detail the restrictions that apply.

2. **Have you completed a risk assessment to minimise the risks of exposure to Coronavirus disease (COVID-19)?**  Y  N

If yes, provide a copy of the risk assessment.

3. **Have you contacted your insurer to ensure that your insurance it is still current given the current restrictions?**  Y  N

Please provide evidence of insurance.

4. **Please outline how you will manage the limit to maximum group numbers and density requirements – one person per four square metres?**

5. **How will you manage entry and exit points and maintaining physical distancing of people arriving and departing?**

**6. What processes do you have in place for the regular cleaning and disinfecting of frequently touch surfaces?**

**7. Detail the processes that you have in place to communicate and remind people of need to practice good hygiene, physical distancing of 1.5m and to stay home if they feel unwell.**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_