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| **User/Hirer** |  |
| **Date & Time of use** |  |
|  |
| **Item/area/issue** | **Risk** | **Action**  |
| e.g Entrance Hall & people in small space | People being too close together on entry or exit from the hall or touching surfaces which may be infected. Transmission to others | Ask people to keep a safe distance on entry & exit. Remind people to use hand sanitiser on arrivalRegularly touched surfaces cleaned before useKeep list of names of all entering & contact details for track & traceAll entering hall to use QR code on front door |
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