LOGO HERE

# Client Health and Safety Checklist 2022

**All Clients / Group Leaders are required to complete the following form**

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| --- | --- |
| **Client / Group**  **Name / Class Name** |  |
| **Contact Number** |  |

* I have been shown the available fire escape routes and the location of the evacuation assembly point.
* I have been shown how to raise the alarm.
* I know how to contact reception.
* I have been instructed about the safe working practice with respect to the lift usage and will communicate these requirements to all class members. To prevent trips and falls on the stairs, I will ensure that equipment and materials (of a bulky or awkward nature) will be transported to and from the first floor using the lift (reception will be contacted for assistance).
* I have been briefed on the alarms that may sound and how to respond to these alarms.
* I will carry out a check on room(s) that I will be using prior to use and will contact reception should anything require attention before the room is occupied.
* I will brief all my visitors / members of my class / event on the building emergency response procedures. I will advise new members of these procedures as they join the group.
* I will immediately report any accidents, incidents or dangerous occurrences or damage to property to reception.
* **COVID-19 Compliance**

I will comply with all the current Public Health and Centre’s measures, including but not limited to the following:

* + Social distancing, handwashing / sanitising, sneezing / cough etiquette, maximum Centre capacity, maximum room capacity, etc., and will advise visitors / group / class to do likewise.
  + I will not attend the Centre if I feel unwell and I will advise my visitors and members of my group / class to do likewise. I will advise the staff of the Centre immediately if I or a visitor / member of my class / group become unwell during their visit to the Centre.
  + All Clients / Group Leaders must sign in at Reception and leave their contact details. They must also keep an attendance / visitor list (with contact details) for all who attend their classes / sessions.

**Each Client / Group Leader must sign and give the date below to confirm that they have read and understand each of the above items. If there is any change throughout the year to Clients / Group Leaders, they should notify the staff of the Centre.**

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| ***signed:*** | **print name** | **date** |
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