**Considerations when identifying a suitable venue for mass vaccination sessions**

Large scale immunisation events/sessions are ideally held in venues that are conducive to efficient clinic operation, well signposted accessible, convenient, socially and culturally acceptable for participants (eligible populations and staff) .

1. **Possible venues include (but certainly are not limited to);**
* Community centres
* Community primary or high schools
* Religious venues such as church halls
* Theatres
* Children/Sure start centres
* Town halls
* Health centres
* Community hospitals
* Other community halls
* Sports centres
* Football grounds.

The venue should be a large, covered, public space that is close to the target eligible population and accessible to elderly persons and individuals with disabilities.

1. **The venue should provide space and facilities for all immunisation clinic functions such as;**
* Clear accessible entrance and separate exit point
* Identification of the individual for vaccination
* Screening for Covid-19
* Registration area
* Waiting area before vaccination
* Vaccination stations
* Area to manage individuals if become unwell
* Post-vaccination observation area
* Vaccine storage, preparation and management

Ideally, the venue will allow people to enter and move straight through the clinic stations to a separate exit point, rather than having to circle back to the entrance.

1. **The venue must be able to meet COVID-19 infection control guidance and provide or support the equipment needed to;**
* Manage citizen through put
* Maintain the cold chain for vaccines
* Internet access, WIFI
* Phone land line or good mobile signal
* Access for emergency vehicles and staff
* Access to parking for those travelling by car. This would be for eligible population an staff
* Access by public transport. This would be for eligible population an staff.
* Access to toilets and hand washing
* Good outdoor and indoor lighting
* Tables and chairs that can be used for the event
* Space for reasonably large and well-delineated covered gathering areas outside and inside
* Access to vehicles delivering vaccine or collecting clinical waist
* A place for staff to take a break
* Access at the evenings and weekends
* Enable social distancing as required by Covid-19 infection control guidance. With possible outside area for citizens waiting if operating an appointment system (if safe to do so) or in their cars before vaccination and phoning citizens when it’s time to come into the clinic?
* Sufficient space to allow seating and standing queuing areas meet the current recommendations of social distancing.
* Sufficient space to allow social distancing in any pre/post vaccination booking-in and observation/waiting  areas

**Checklist when appraising a potential venue**

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| **Locality** |
| **Name and role of the person completing the assessment** | **Date assessment undertaken** |
| **Availability/booking process for venue**  | **Cost of venue**  |
| **Venue address**  | **Venue type** |
| **Check list** | **Yes** | **No** | **Comments/notes**  |
| 1. **Venue infrastructure, capacity and type**
 |  |
| Is the venue large enough to accommodate the anticipated size of the vaccine event ? |  |  |  |
| Is the venue covered?  |  |  |  |
| Has the venue sufficient space and facilities for all immunisation clinic functions including ; * Screening for COVID-19
* Registration
* Vaccine storage and if required preparation
* Vaccination stations
* Documentation
* Recovery area
* Area if a person becomes unwell
* And staff breaks
 |  |  |  |
| Does the venue have sufficient inside and outside space to support the COVID-19 infection control guidance?. This will include;* Social distancing
* Space to allow seating and standing queuing areas meet the current recommendations of social distancing.
* Space to allow social distancing in any pre/post vaccination booking-in and observation/waiting areas.

(This guidance is subject to change at short notice).  |  |  |  |
| Does the venue allow people to enter and move straight through the clinic stations to the exit, rather than having to circle back to the entrance? |  |  |  |
| Does the venue have adequate lighting ( inside and outside) and heating? |  |  |  |
| Has the venue got access to landline telephone and/or cell phone reception? |  |  |  |
| Has the venue internet and WIFI access? |  |  |  |
| Has or can the venue accommodate equipment for storing vaccines at the appropriate temperature for the duration of the event? |  |  |  |
| Are there functional and accessible restrooms ( male and female) with sinks for handwashing? |  |  |  |
| Does the venue allow access, early morning, in the evenings and at the weekends? |  |  |  |
| Has the venue got tables and chairs that can be used for the event? |  |  |  |
| How do you book the venue and what are the costs?  |  |  |  |
| 1. **Location and transport**
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| Is the venue situated close to the target eligible population for the vaccine session?  |  |  |  |
| Is the venue accessible to elderly persons and persons with disabilities? |  |  |  |
| Is their sufficient parking for both staff and those attending for vaccination? Please note if there are any costs within the comment box |  |  |  |
| Has the venue got good access to public transport ? |  |  |  |
| Is the venue easy to access by car?  |  |  |  |
| Is the venue well signposted ? |  |  |  |
| 1. **Other considerations**
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| Is the venue socially and culturally acceptable to the eligible populations  |  |  |  |
| 1. **Anything other you wish to include in your assessment**
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