

Risk Assessment

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hirers	Other hirers have not cleaned hall or equipment used to standard required. One group leaves hall or equipment without cleaning.	Hall Hirer to check when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Hirers must bring their own equipment.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 metres apart	Advise hirer they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets to one.	Avoid use of kitchen – ask people to bring own food and drink.
Respiratory hygiene and hand cleanliness	Transmission to other members of group and hall	“Catch It, Bin It, Kill It.” Face coverings to be worn at all times while in the hall except in specified circumstances Encourage group to avoid touching mouth, eyes, and nose. Group to provide tissues and ask all to dispose into rubbish bag brought for this purpose, then wash or sanitise their hands. Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and hand dryer.	Hall Management Committee to provide entrance and exit hand sanitiser. Remember to bring tissues. Remember to take all rubbish away as per hire agreement.
Someone falls ill with COVID-19 systems	Transmission other members of the group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. Ensure organisers have contact details for all attendees	