|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Risk** | **Risk identified** | **Actions to take to mitigate** | **Notes** |
|  |  | **risk** |  |
| **Cleanliness of hall and** | Other hirers or hall cleaner | Group to check with hall | Can we bring our own |
| **equipment, especially after** | have not cleaned hall or | committee when hall is cleaned | equipment? |
| **other hires** | equipment used to standard | and to make sure regularly used |  |
|  | required. Our group leaves hall | surfaces are cleaned before, |  |
|  | or equipment without cleaning. | during and after hire e.g. tables, |  |
|  |  | sinks, door and toilet handles. |  |
|  |  | Sign to confirm that the hall has been cleaned after use |  |
| **Managing Social distancing** | People do not maintain 2 m | Advise group they must comply | Kitchen is closed - |
| **and especially people** | social distancing | with social distancing as far as | ask people to BYO food and |
| **attending who may be** |  | possible and use one-way system. | drink? |
| **vulnerable** |  | Adopt layout advised. Limit | Unisex toilet – one person at a |
|  |  | numbers using toilets at once. | Time allowed. Signage provided |
| **Respiratory hygiene** | Transmission to other | Catch It, Bin It, Kill It. Encourage | Remember to bring tissues and |
|  | members of group | group to avoid touching mouth, | hand sanitiser. |
|  |  | eyes, and nose. Provide tissues | Remember to empty any bins |
|  |  | ask all to dispose into a bin or | used into black bin at end of |
|  |  | disposable rubbish bag, then | hire. |
|  |  | wash or sanitise hands. | Open the side windows |
| **Hand cleanliness** | Transmission to other | Advise group to use sanitiser on |  |
|  | members of group and | entering and exiting the hall, to |  |
|  | premises | wash hands regularly using soap |  |
|  |  | and paper towels. |  |
| **Someone falls ill with COVID-** | Transmission to other | Follow hall instructions. Move |  |
| **19 symptoms** | members of group and | person to safe area, obtain |  |
|  | premises | contacts, inform secretary. |  |