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| **Area of Risk** **risk** | **Risk identified** | **Actions to take to mitigate** | **Notes** |
| **Cleanliness of hall and** **equipment, especially after** **other hires** | Other hirers or hall cleaner have not cleaned hall orequipment used to standard required. Our group leaves hallor equipment without cleaning. | Group to check with hall committee 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. | Can we bring our ownequipment? |
| **Managing Social distancing** **and especially people****attending who may be** **vulnerable** | People do not maintain 2 m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system.Adopt layout advised. Limit numbers using toilets at once. | Should we avoid use of kitchen –ask people to BYO food anddrink?Allow older people time to usetoilets without others present. |
| **Respiratory hygiene** | Transmission to othermembers of group | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth,eyes, and nose. Provide tissuesask all to dispose into a bin or disposable rubbish bag, thenwash or sanitise hands. | Remember to bring tissues and hand sanitiser.Remember to empty any bins used into kitchen bin at end ofhire. |
| **Hand cleanliness** | Transmission to othermembers of group andpremises | Advise group to use sanitiser on entering and exiting the hall, towash hands regularly using soap and paper towels. |  |
| **Someone falls ill with COVID-19 symptoms** | Transmission to othermembers of group andpremises | Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. |  |

 **July 2020**