

Risk Assessment

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires.	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or 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 own equipment?
Managing Social distancing and especially people attending who may be vulnerable.	People do not maintain social distancing	Advise group they must comply with social distancing as far as possible. Adopt layout advised. Control numbers using toilets.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow one person to use each toilet at once.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues. Ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire. Empty kitchen bin.
Hand cleanliness	Transmission to other members of group and premises.	Advise group to use sanitiser on entering and exiting the hall and wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions. Move person off premises. Obtain contacts Inform Bookings Secretary.	