

AREA OF RISK	RISK IDENTIFIED	ACTIONS TO TAKE TO MITIGATE RISKS	HALL NOTES TO HIRER
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		Hall has been deep cleaned before reopening and will be cleaned regularly. Sheet in hall to check last cleaning date. Plus, all hirers will clean all areas used before and after use. All rubbish to be removed by hirer. Hirer to bring own equipment if able.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing		Male toilets and bar area will be closed. Ladies toilets will now be unisex- one person use at a time. Please advise users to knock before entry, and if in use to wait. On entering and exiting hall- advise to enter singularly and to maintain social distance. Two people in kitchen at one time, and only if need to use these facilities-ask users to bring own drinks bottles etc Social distancing signs in hall.
Respiratory hygiene	Transmission to other members of group		Hand sanitising available at hall entrance and toilet area. Hands to be sanitised on entry and exit and regularly during the time of hire. Do not use hand drier, paper towels available. Catch it, bin it posters. All rubbish bags to be taken by the hirer.
Hand cleanliness	Transmission to other members of group and premises		Hand sanitising available at hall entrance, and toilet area. Hands to be sanitised on entry and exit and regularly during the time of hire. Do not use hand drier- paper towels available. Catch it, bin it posters. All rubbish bags to be taken by the hirer.
Someone falls ill with COVID19 symptom	Transmission to other members of group and premises		Move person to a safe place. Contact support (family and medical attention). Contact hall committee, so hall can be deep cleaned.