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| Area of Risk | Risk Identified | Actions to take to mitigate risk | Notes |
| Track and Trace | Risk of transmission to other members of group and premises. | Keep a record of attendees for 3 weeks. |  |
| COVID Lateral Flow Test | People without symptoms attending the meeting | Suggest that all attendees take a lateral flow test before attending meeting | Proof of test is not required. Do not bring test to the meeting. |
| Cleanliness of hall and equipment, especially after other hirers | Other hirers or hall cleaner have not cleaned hall or equipment. Our group leaves hall without cleaning.Sharing equipment. | The clerk has been advised that the hall is cleaned between users.Own equipment may be used in the hall i.e. pcs, headsets, drinks (flask or bottle). Equipment must not be shared. |  |
| Managing Social distancing and especially people attending who may be vulnerable | People do not maintain 2 m social distancing.Exceeding current government guidelines on number of hall users. | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using hall and toilets immediately. | Allow older people time to use toilets without others present. |
| 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. Encourage people to wear face masks when standing or walking around | Remember to bring face masks and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire. |
| Hand cleanliness | Transmission to other members of group and premises | Advise group to use sanitiser on entering and exiting the hall, to 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 to safe area, obtain contacts, inform cleaner. |  |

Completed by SJ Smith, Responsible Officer. 17.05.21