

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes																								
Cleanliness of hall and equipment, especially after other hires	1) Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. 2) Hirer leaves hall or equipment without cleaning.	1) Hirer 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. 2) Additional cleaning charge will be levied if hirer fails to clean regularly used surfaces. 3) Green upholstered chairs should not be used. Only plastic chairs should be used, and sanitised after use. 4) Any tables used should be sanitised after use. 5) Hirers should note entry and exit times on sheet in lobby and record whether surfaces sanitised.	<ul style="list-style-type: none"> Groups using own equipment should remove it from premises after use or store in locked cupboard. Own equipment should be cleaned after use. Hirer is responsible for providing own cleaning equipment. Green upholstered chairs are currently in storage shed. Plastic chairs are stored on stage. 																								
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing.	1) Hirers are responsible for deciding if social distancing is still appropriate for their event. Where a one-way system is required, entrance may be through lobby doors and exit through fire exit near stage. If this is not possible, both lobby doors should be opened and entrance side/exit side clearly marked. 2) Tables should be well spaced to allow passage between. 3) Small tables should seat a maximum of 4 people. 4) <u>L</u> arge tables should seat a maximum of 6 people if used. 5) Total occupation of the hall should not exceed 75% of normal capacity 6) Toilets should be used by only one person at a time.	In normal times, maximum occupancy of hall is as follows: Maximum permitted number of persons <table border="1" data-bbox="1556 853 1982 1066"> <thead> <tr> <th></th> <th>without stage</th> <th>with stage</th> </tr> </thead> <tbody> <tr> <td>Seated at tables</td> <td>115</td> <td>80</td> </tr> <tr> <td>Dancing and tables</td> <td>150</td> <td>100</td> </tr> <tr> <td>Closely seated audience</td> <td>135</td> <td>100</td> </tr> </tbody> </table> 75% Capacity is therefore approximately <table border="1" data-bbox="1556 1133 1982 1345"> <thead> <tr> <th></th> <th>without stage</th> <th>with stage</th> </tr> </thead> <tbody> <tr> <td>Seated at tables</td> <td>85</td> <td>60</td> </tr> <tr> <td>Dancing and tables</td> <td>110</td> <td>75</td> </tr> <tr> <td>Closely seated audience</td> <td>100</td> <td>75</td> </tr> </tbody> </table>		without stage	with stage	Seated at tables	115	80	Dancing and tables	150	100	Closely seated audience	135	100		without stage	with stage	Seated at tables	85	60	Dancing and tables	110	75	Closely seated audience	100	75
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Respiratory hygiene	Transmission to other members of group	<ol style="list-style-type: none"> 1) Hirers are responsible for deciding whether users should wear masks when moving around the hall and should notify users accordingly. 2) Post notices encouraging hygiene (use of tissues, safe disposal of tissues, provide hand sanitiser). Hand washing is not a practical option given limited toilet facilities unless number of users is small. 3) Used tissues, etc. must be disposed of by hirer in a disposable rubbish bag. 	<ul style="list-style-type: none"> • Remember to bring tissues and hand sanitiser. • Hall will have notices encouraging hygiene but hirers are responsible for drawing people's attention to them. • Hall will provide hand sanitiser at entrance. • Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	<ol style="list-style-type: none"> 1) Advise users to use sanitiser on entering and exiting the hall 	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	<ol style="list-style-type: none"> 1) Hirer is responsible for keeping a contact log of all persons attending event in order to provide details to track and trace. 2) Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. 	