Area or People at Risk	Risk Identified	Actions to mitigate risk	Notes
Staff, Hirers, Contractors and Volunteers Identify what work, activity or situations may cause transmission of the virus and likelihood staff/volunteers ould be exposed	Cleaning of surfaces infected by **any** people carrying the virus. Disposal of rubbish containing tissues and cloths Deep clean of premises after someone falls ill with COVID-19 on the premises.	*Staff/ Volunteers/ Hirers advised to wash outer clothes after cleaning duties *Staff/Volunteers provided with suitable PPE *Contractors to provide their own PPE *In case of a Deep clean being required contractors will be called in. * Stay at Home Guidance if any person is unwell at entrance and in Main Hall.	Staff/Volunteers may need guidance as to cleaning. Cloths should be used on light switches and not spray.
Staff, Hirers, Contractors and Volunteers. Persons who could be at risk and likelihood of who could be exposed	Staff/Volunteers and users who are extremely vulnerable or over 70. Anyone carrying out cleaning, caretaking and maintenance tasks could be exposed should a person carrying the virus has been on the premises. Mental stress from handling a new situation	Staff in vulnerable category are advised not to attend work for the time being. Any person who has been in the hall will need to be warned immediately if someone is tested positive for Covid-19 and has been on the premises Let people know they can raise any concerns they may have	Contact details must be kept of anyone who uses the hall. Hirers are responsible for keeping the records of all who are present in the Hall during the time they have hired it. Details of a persons medical record must be kept confidential unless they agree it can be shared.
Car Park/and exterior areas	Social distancing may not be observed as people congregate before entering.	Mark out 2 metre waiting area outside entrances Place Covid-19 aware signs on outside	Outside spaces are less risky. Main risk is likely to be where people congregate as they enter.

Area or People at Risk	Risk Identified	Actions to mitigate risk	Notes
Entrance Hall/lobby	Possible Pinch Points and busy areas where social distancing is not observed in a confined area. Door handles in frequent use	Place COVID-19 aware signs and during busy events consider a one way system, keeping one door for Entry and other for Exit Door handles to be cleaned regularly and Hand sanitiser to be provided by entrance and exit. Foot pedal bins to be provided in Entrance Hall and Lobby areas	Check on Hand sanitiser to ensure is hasn't run out
Main Hall	Door handles, Light switches, window catches, tables and chairs	Any equipment used by hirers must cleaned by the hirers before and after use Social distancing guidance to be observed by hirers in arranging their activities. Encourage people to wash hands regularly	Upholstered chairs have been replaced by plastic ones.
Boundy Room	To small for social distancing	Not in Use	
Kitchen	Social distancing more difficult. Large amount of surfaces and items that could transfer COVID-19	Not in Use	Hirers could bring their own refreshments
Store Cupboard	Door handles and items inside	Public access not required. Cleaner to decide frequency of cleaning	
Storage rooms	Equipment being handled	Hirer to control the access, storing and cleaning down of their equipment	
Toilets	Surfaces in frequent use such as door handles, basins, toilet handles etc	Hirer to clean door handles. Signs to encourage hand washing. Paper towels and pedal bins to be provided	Ensure check on hand soap, paper towels and toilet paper are replenished when needed.

Area or People at Risk	Risk Identified	Actions to mitigate risk	Notes
Events	Handling cash and tickets. Lots of people arriving at once.	Cash payments to be handled by one person wearing gloves. Have someone directing people through a one way system or set up signs.	