

COVID-19 Risk Assessment for Hirers of Stilton Pavilion

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	<i>Other hirers or Pavilion cleaner have not cleaned Pavilion or equipment used to standard required. Group leaves Pavilion or equipment without cleaning.</i>	All groups to check with Pavilion Administrator 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.	All Regular Users Group members MUST bring their own equipment to use before, during and after each session.
Managing Social distancing and especially people attending who may be vulnerable	<i>People do not maintain 2 m social distancing</i>	All groups must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Disabled toilet is only toilet available for use.	Use of kitchen at this this current time is prohibited. You are welcome to bring your own drink but ALL waste rubbish is to be removed from the premises and disposed of appropriately.
Respiratory hygiene	<i>Transmission to other members of group</i>	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. We recommend wearing face masks. All waste rubbish is to be removed from the premises and disposed of appropriately.
Hand cleanliness	<i>Transmission to other members of group and premises</i>	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and hand dryers.	Regular User Groups to ask everyone to bring their own sanitiser to use before and during sessions?
Someone falls ill with COVID-19 symptoms at the Pavilion	<i>Transmission to other members of group and premises</i>	Follow Pavilion instructions. Move person to safe area, obtain contacts, inform cleaner.	Safe Area – Community Room (adjacent to kitchen). There is an external door which should be used to exit the building and locked again before leaving the building.
	<i>Identifying those that have come into contact with COVID-19</i>	Record of attendance at each session to be collected by Group leader and held confidentially for 14 days (should the NHS need to contact others).	Covid-19 attendance registers MUST be completed. Instructions on sheet.