

Area or People at Risk	Risk Identified	Actions taken to mitigate risk	Notes/actions
Contractors and Trustees / Volunteers - carrying out work or other activity in the Hall. Could include occasional contractors.	Surfaces and fittings contaminated by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning of premises if someone falls ill with CV-19 on the premises. Occasional contractor unfamiliar with the building.	Stay at home guidance if unwell at entrance and in the hall. Contractors provide their own PPE. Deep cleaning only carried out by contractors when the Hall is empty. 'Occasional' Contractors well briefed and perhaps met at Hall.	Hirers to provide own Risk Assessment for their event Any 3 rd party engaged by a hirer to provide their own risk assessment and appropriate PPE
Hirers - organisers and attendees	Risk of attendance at the Hall when unwell. Risk of contact with items and surfaces infected by the virus. Risk of virus brought in by others. Contact with other users if not socially distanced.	Encourage organisers to remind attendees not to come to the Hall if feeling unwell. Clean/sanitise touch points between bookings. Encourage users and organisers to wash/sanitise hands on arrival and during events. Encourage adult users and organisers to wear face masks Maintain a maximum capacity of 15 persons in the Hall based on 2m distancing for standard events. Note - individual hirers to undertake own risk assessment which may vary this up or down e.g. DiddiDance use family bubbles @ 3m distancing. Encourage users and organisers to carefully observe 2m social distancing.	Hirers to bring and use own hand sanitiser and surface sanitiser. Hirers to self-clean touch points before and after hire using their own sanitiser Hirers to provide a copy of their own Risk Assessment for their event. This must be agreed with the Hall Manager before the event is considered a confirmed booking. Hirer to collect contact details of their attendees in case of illness. In the event of illness hirer to immediately inform Hall Manager who will arrange for Hall to be closed and deep cleaned.

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Main entrance, door handles, key boxes, light switches, heating controls, radiator valves, sound and light equipment	Touch points used by booking organiser on arrival – lock touchpad, door handle, light switches.	Provide hand sanitiser immediately inside main entrance.	Organisers advised kitchen is out of use unless specific arrangements agreed with Hall Manager
	Main entrance/lobby /kitchen all areas where social distancing is difficult.	Organisers told not to allow attendees to use kitchen.	Hirers to be made aware that the sound system has been taken out of use unless requested in advance.
	Sound and light control equipment touched.	Door handles and light switches to be cleaned regularly.	
Exterior areas at front of Hall - Hall forecourt.	Social distancing is not observed.	Booking organisers told to remind attendees to socially distance, 2m, while waiting.	Hirers to be reminded to keep doors open whenever possible to minimise congestion and maximise ventilation using the door hook and eye fitted to all 4 doors.
	Area becomes congested.		
	People drop tissues, face masks etc.	Booking organisers open main door in good time so queue does not form and keep inner door open.	Hirer to check for litter and pick up if necessary and remove from premises.
Kitchen	Social distancing more difficult.	Make Kitchen ‘out of bounds’ to attendees.	When kitchen out of bounds, organiser should advise attendees to bring their own refreshments.
	Door handles, light switches, work surfaces, taps, cookery, cutlery, and kettle.	Consider Café NEScot risk assessment if wanting to use kitchen.	
		Clean touch points between bookings.	
Toy Store / passage / Piano / Upholstered chairs	Surfaces contaminated	Fully cover 1 of the chair carts and half cover the second chair cart with tarpaulins	Maximum of 16 chairs to be used at each hire, chair cart carries 2 x 16 chair sets.
			Hirers to clean chair frames if used.

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Upstairs loft store area	Surfaces contaminated	Restrict access	If hirers need access they must identify steps on their risk assessment
Entrance Hall	Possible 'pinch point'. Touch points – keypad lock, door handles, light switches.	Organiser to ensure attendees do not loiter. Promote use of one-way system Doors wide open on arrival and departure. Hand sanitiser available immediately inside doors.	All hirers to provide own hand sanitiser. All hirers to clean surfaces with sanitiser before and after hire. All hirers to keep doors open as much as possible.
Toilets	Touch points - Door handles, light switch, toilet, toilet seat, toilet flush handle, basin and taps. Maintaining social distance in limited area	Clean touch points between bookings. Ensure sanitiser, soap, paper towels readily available.	Hirers to sanitise touch points after hire.
Main Hall	Touch points - Door handles, switches, heaters, tables, upholstered chairs, window opening pole. Notices not readily cleansable Maintaining social distancing during events. Insufficient ventilation	Clean between bookings. Cover unused upholstered chairs kept in the Hall. Maintain a maximum capacity of 15 people in the Hall based on 2m distancing Use the Fire Exit at the end of hire to provide one way system	If chairs are used, chair frames to be spray sanitised between bookings by hirers. Organisers encouraged to open windows Hirers risk assessment to cover capacity to ensure appropriate social distancing