**ADDINGHAM HUB**

**COVID -19 Risk Assessment for hiring Addingham Hub.**

***NB – groups will be required to carry out their own Risk Assessment and supply a copy to th Hub Administrator as a condition of booking the room for hire.***

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| **Area of Risk** | **Risk Identified** | **Actions to take to mitigate risk** | **Notes** |
| **Cleanliness of Hub and equipment, especially after other hirers** | Other hirers or cleaner have not cleaned the Hub or equipment used to standard required. Or group leaves the Hub or equipment without cleaning. | Group to check with Administrator when Hub is cleaned and to make sure regularly used surfaces are cleaned before, and after hire. e.g. tables, sinks, door, and toilet handles. | Groups may bring our own equipment. |
| **Managing Social distancing and especially people attending who may be vulnerable.** | People do not maintain 2m social distancing. | Advise group they must comply with social distancing as far as possible and use one way system where possible. Adopt layout advised. Limit numbers using toilet ie one at once. | Tea Bar will be closed and no crockery or cutlery will be made available. |
| **Respiratory Hygiene.** | Transmission to other members of group. | Advise group to avoid touching mouth, eyes, and nose, and to ask all members to dispose of tissues into the bin, then wash or sanitise hands. Bins to be emptied into toilet bin (ie with lid) at end of hire. | Tissues to be made available; group may also bring their own. |
| **Hand Cleanliness.** | Transmission to other members of group and premises. | Advise group to use sanitiser on entering and exiting the room, to wash hands regularly using soap and paper towels. | Hand sanitiser available |
| **Group member falls ill with COVID-19 symptoms.** | Transmission to other members of group and premises. | Follow Hub instructions. Move person to safe area, obtain contacts, inform Administrator. |  |