



CATCLIFFE PARISH COUNCIL

Catcliffe Memorial Hall
 Old School Lane
 Catcliffe
 Rotherham
 S60 5SP

Risk Assessment for hirers of Catcliffe Memorial Hall – Reviewed December 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Or group leaves hall or equipment without cleaning.	Caretaker to clean all handles, surfaces, tables, kitchen worktops and toilets with anti-viral spray daily Hirers advised to bring own tea towels, cutlery, kitchen utensils and crockery.	Hirers advised to clean areas before use and to provide their own kitchen equipment.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group that social distancing is still advisable.	
Respiratory hygiene	Transmission to other members of group	Face Coverings are required unless: a person is exempt, whilst exercising, whilst dancing, whilst having refreshments. 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.	Face covering posters are displayed around the hall. Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.

Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Move person to safe area, obtain contacts, inform Clerk.	