

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risk?	What further action do we need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Done
Premises Hire (including Joseph Wright Hall)						
<p>Clients and users may be infectious. Maintaining safe distancing and minimising contamination risk in the Aelberry and Joseph Wright Hall buildings.</p>	<p>Hirer and clients. Staff. Museum visitors.</p>	<p>Hirers must liaise with the Trust about safe operation with social distancing measures in place.</p> <p>Client must remind guests not to attend if they are displaying symptoms of Covid 19 or live in a household in which a member is isolating.</p> <p>Hirers must provide the Trust with their own Covid risk assessment.</p> <p>Guests should stagger their arrival and departure times to avoid Entrance pinch points.</p> <p>A one-way entrance and exit route can be adopted for larger groups.</p>	<p>Regular review by the Trust (Council and/or FGPG meetings).</p> <p>Wherever possible, rooms will not be booked again for a further 48 hours. All surfaces will be cleaned and disinfected after use. Rooms will be quarantined for 48 hours when deep cleaning is not possible immediately after use.</p>			<p>6 July</p>

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		<p>Hand sanitizer points are located at entrances and in rooms.</p> <p>An enhanced cleaning and disinfecting regime are in operation – floors, handles, table surfaces, high etc.</p> <p>Toilets are provided with wipes etc. for self sanitisation before use, and are cleaned after a hire session.</p> <p>Face coverings are to be worn in public spaces during public access hours.</p> <p>The Client and their guests are required to give Track & Trace contact details using the mobile phone QR code or our in-house forms. Records will be kept for a maximum of 21 days.</p>				

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<p>Clients should use this space to add specific safety procedures appropriate to their activity, and share these with the Trust.</p>						

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