

Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers have not cleaned the hall or equipment used to standard required. Our group leaves the hall or equipment without cleaning.	Group to check with the hall committee when the 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.	Can we bring our own equipment? <i>Hall requires hirers to clean before and after their event. Hall has cleaning equipment is available</i>
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing.	Advise groups they must comply with social distancing as far as possible and use a one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid the use of the kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. <i>For group meetings a one-way system is not necessary. One person in a toilet at a time.</i>
Respiratory hygiene	Transmission to other members of the group.	Catch It, Bin It, Kill It. Encourage the group to avoid touching the 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. <i>Hand sanitiser is available. Remember to empty any bins used into the external bin at the end of hire.</i>
Hand cleanliness	Transmission to other members of the group and premises.	Advise the group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	<i>Hall has a sanitising station outside the main entrance.</i>
Someone falls ill with COVID-19 symptoms	Transmission to other members of the group and premises.	Follow hall instructions. Move the person to safe area, obtain contacts, inform hall management.	<i>Refer to Procedures for Hall Users for Test & Trace contact details.</i>