

Appendix G

Sample COVID-19 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 or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when 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. Group to clean all surfaces prior to the event taking place and to clean all surfaces after the end of the event. Allow half an hour either side of the booking to be able to clean thoroughly.	Bring own equipment where possible or use a minimal amount of shared equipment.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. All entrances and exits to be used to minimise pinch points. Limit numbers using toilets to one person at a time.	Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	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	Please remember to bring your own tissues and hand sanitiser.

		disposable rubbish bag, then wash or sanitise hands. Do not flush wipes down the toilets.	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, away from doorways, obtain contacts, inform cleaner.	