Document produced with guidance from

Appendix

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of a hall. If used please ensure you include any additional risks relevant to your locality and the facility hired. It is intended as a supplement to an 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 required for use to standard required.	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, light switches, door handles and other contact surfaces.	Club to provide standard cleaning products.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Limit numbers using toilets at once.	Should we avoid use of kitchen ? – ask people to bring their own drinks?
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 disposable rubbish bag, then wash or sanitise hands.	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	Follow hall instructions. Move person to safe place, inform venue committee.	

Appendix

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of a hall. If used please ensure you include any additional risks relevant to your locality and the facility hired. It is intended as a supplement to an ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes