

St John's Village Memorial Hall

Sample COVID-19 Risk Assessment for hirers of the Hall

This document can be used by hirers to produce their own COVID-19 risk assessment for use of the hall. It is intended as a supplement to each hirer'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, chairs, door and toilet handles. Any cleaning materials brought and used by hirers should be removed by them and safely disposed of at the end of their hire.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of the 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. Where possible keep windows and doors open to enable air circulation	Remember to bring tissues and hand sanitiser. Remember to empty any bins used 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 provided in the toilets.	

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<p>Someone falls ill with COVID-19 symptoms whilst at the hall</p>	<p>Transmission to other members of group and premises</p>	<p>Move person to Garden Room and help them exit through garden. Terminate event and have all attendees leave quickly to minimise transmission. Give list of attendees to the authorities, immediately inform hall management and cleaner.</p>	<p>Adhere to current government guidelines on notification, isolation and testing of all those present.</p>
<p>Someone falls ill with Covid-19 symptoms within 5 days after attending an event at the hall</p>	<p>Increased risk of transmission to other hall users.</p>	<p>Inform hall management and other event attendees. Provide list of all attendees to the authorities.</p>	<p>Adhere to current government guidelines on notification, isolation and testing of all those who were in attendance.</p>