

## Sample COVID-19 Risk Assessment for hirers of Cradley Village Hall – July 2021

This can be used as a guide to help you produce a COVID-19 risk assessment for your use of our Hall. Our committee members will be happy to help you complete it.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Cleanliness of hall and equipment, especially after other hires</b>	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.	Can we bring our own equipment?
<b>Managing Social distancing especially for people attending who may be vulnerable.</b>	People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others they do not usually meet.	Ask people to BYO food and drink or arrange refreshments to be brought round? Allow older people time to use toilets without others present. Avoid raised voices or loud music. Avoid 'crowded' dancing or activities.
<b>Respiratory hygiene</b>	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Face coverings to be worn in confined areas or with vulnerable people.	Remember to bring tissues. Remember to empty any bins used at end of hire.
<b>Hand cleanliness</b>	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.	

<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform Hall Chairman.	
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