

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

This sample document can be used as a guide to help you produce your own COVID-19 risk assessment for using our hall. We need you to compile this assessment before your first meeting, based on your own group’s needs so please add any such extra items so that we can brief our staff accordingly. Once completed, please sign and date below and return to Clementine by email or drop into our post box. This is intended as a supplement your group’s ordinary Risk Assessment. If you need help to complete this form please contact Clementine as soon as possible

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 and especially people attending who may be vulnerable</b>	People do not maintain agreed social distancing	Advise group they must comply with social distancing as far as possible. Adopt layout of chairs, tables etc (see attached specimen layouts). Limit numbers using toilets at once. Make plans on how to handle too many attendees for capacity of the room	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.  Consider whether to refuse entry or use some other measures to control.
<b>Respiratory hygiene</b>	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.
<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 COVID19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area (store room in main hall lobby), obtain contacts, inform Clem.	<b>Remember to leave the list of all attendees on sanitiser station at every meeting</b>

Please sign and date below and return to Clem along with your signed Special Conditions of Hire during COVID-19 form

Prepared date .....

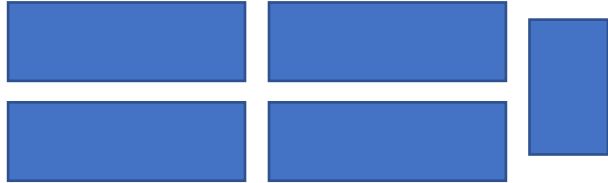
Signed by .....

Date received by Clementine .....

SUGGESTED ROOM LAYOUT FOR MAXIMUM CAPACITIES ALLOWED:

**Main hall – maximum is 25 people including all group leaders and helpers:**

For maximum social distancing, form 5 stations using four 6 ft Go-Pak tables and one smaller table, with 1 person seated per table



If not using tables, please space the chairs in rows or groups with 2 metre spacing all round

**For Annexe - maximum is 15 people including all group leaders and helpers:**

With tables: use a similar system to that in use in the main hall, these could be 5 groups of 3 or 3 groups of 5. If everyone needs to be forward facing at tables please consider seating them individually at the smaller tables, or a mix of small and large tables still maintaining the 2 metre distance.

Without tables: space the chairs in rows or groups with 2 metre spacing all round

**The Russell Room (formerly the Committee Room) – maximum is 11 people including all group leaders and helpers:**

There are only 8 tables available and ideally each should have only one person seated at it, with at least a metre gap between the tables.

If you require more tables please contact Clem in advance of your meeting and, subject to availability she will ask the caretaker to move 3 more tables into the room for you.

If not using tables, please space the chairs in rows or groups with 2 metre spacing all round