

Barnham Village Hall – Covid-19 Risk Assessment, (Hirers), Sample

The purpose of this sample document is based on that provided by ACRE and its purpose is to enable Hirers to prepare their own Risk Assessment to enable them to analyse their own use of the hall.

Whilst it is advisable and may be helpful to carry out this action, it is not a legal requirement.

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Notes
Cleanliness of hall and equipment, especially after other hires.	Contrary to the Supplementary Conditions of Hire, other hirers may not have cleaned hall or equipment used to standard required after use. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is normally cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. chairs, tables, sinks, door and toilet handles.	Some cleaning materials will be available to hirers but it is preferable that hirers take own materials.
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. Adapt layout of tables, chairs, etc, to allow for safe Social Distancing. Limit numbers using toilets at any one time.	Should we avoid use of kitchen – ask people to bring own refreshments. 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 – dispose of them into a bin or disposable rubbish bag, then wash or sanitise hands. Wear face masks when advised.	Remember to bring tissues and hand sanitiser. Remember to empty any bins 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 area, (Green Room next to stage), obtain contacts, and inform hall management to enable deep cleaning to be carried out. Ensure that own equipment is thoroughly cleaned before putting away. Leave any tables and chairs used in main hall for deep cleaning.	