

## COVID-19 Risk Assessment for hirers of Memorial Hall - 23<sup>rd</sup> July 2020

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of the hall. Please add event specific details, e.g. cash handling, refreshments, use of equipment.

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	The hall has not been cleaned adequately by previous users.	Make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles, light switches. If needed, bring own tea towels or ensure hall tea towels washed after use.	Cleaning materials available in kitchen. Can we bring our own equipment?
<b>Social distancing, especially people attending who may be vulnerable</b>	People do not maintain 2 metre social distancing	Advise group they must comply with social distancing as far as possible. Mitigation required where 2 metres can not be maintained.	Should we avoid use of kitchen – ask people to BYO food and drink?
<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. Dispose of tissues into a bin then wash or sanitise hands.	Encourage attendees to bring tissues and personal hand sanitiser.
<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, needing attention</b>	Social distancing will be compromised.	Minimise individuals concerned, ensure face coverings used and need for handwashing observed.	First aid kit in kitchen
<b>Someone exhibits Covid-19 symptoms</b>	Transmission to other members of group and premises	End session. Advise attendees of risk and notify Hall Booking Secretary or Chairman.	The hall will be closed for a week while thorough cleaning is arranged.