

ANNEX D: Covid 19 Hall Risk Assessment for Hirers

D.1 Guide Risk Assessment for Hirers:

1. This assessment is a guide for hirers only from a hall perspective and shows areas at risk, what that risk is and actions to take to mitigate the risk. The actions to take in order to mitigate the risk are categorised into the following:

Red – Actions based on Government advice (i.e. should be considered mandatory)

Orange – Actions that are strongly recommended

Green – Actions for consideration

Hirers should have their own risk assessment which should be agreed in consultation with the Hall.

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 cleaners have not cleaned hall or equipment used to standard required. Group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to agree that the group will make sure regularly used surfaces are cleaned during and after hire e.g. tables, sinks, door and toilet handles.	Who provides cleaning equipment - limited supplies from Hall? Group brings sanitisers and cleaning equipment to clean surfaces.
* Government Guidelines - Nov20 - Lockdown 2 Support Groups Only	Groups now restricted to 'Support Groups' of more than 6 want to hire the hall.	Attendees must be in groups of 6 or less. More than 1 group can attend dependent on the social distancing capacity of the hall but Groups must be socially distanced from one another with no mingling between groups.	Hirers to meet the 'Groups of 6' guidelines. Litchfield Rm capacity max people 8. Main Hall capacity max people 47.
Tracking & Tracing the spread of Covid-19.	Inadequate recording of those attending an activity.	Record attendance on every visit to the hall. For those with smart phones use the NHS Covid-19 App.	Posters with the App QR code for the hall are displayed at the entrance
Managing Social distancing and especially people attending who may be vulnerable.	People do not maintain 2 m social distancing. Elderly are vulnerable.	Advise group they must comply with social distancing as far as possible and use one-way system. Wear masks as appropriate. Adopt layout advised. Limit numbers using the toilet. Inform any vulnerable people of the risks.	Hirers to organise their own food and drinks. 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 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 dustbins in car park.
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.	
Anyone showing symptoms of coronavirus.	The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: new continuous cough, high temperature, loss of, or change in, your normal sense of taste or smell.	Anyone showing symptoms of coronavirus must be placed in the isolation area and asked to wear a surgical mask unless clinically impossible (e.g. due to vomiting). The designated responder is to use Covid First Aid box in isolation room. Once assessed and where the individual does not require hospitalisation, they should return home immediately and inform the relevant public health authority/provide contact tracing information as required. Group organiser to inform hall Bookings Clerk or Chairman or Caretaker..	