

Blank COVID-19 Risk Assessment for hirers of Horseman's Green Community Hall

Please complete this risk assessment, if you don't already have one and return to the Bookings Administrator. It is intended as a supplement to your group's ordinary Risk Assessment.

Name of Hirer: B.Weeks

Form completed by: B.Weeks

Date: 19/05/21

Reason for hiring Hall: Community Coffee Morning May 22nd 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Managing social distancing	People do not maintain 2 m	<ul style="list-style-type: none">Welsh Gov't advice on numbers quota to be adheredMax number per table adhered toPeople to book tables in advanceMarkings outside for people to queueTables and chairs set out 2m apartCovid Tsar appointed to keep a check throughout eventOne way system marked in Hall and for entry/exitNo queuing for toiletsParticipants remain seated at table – waitress service	<ul style="list-style-type: none">Currently 30 indoors(May 17th 2021)Currently 6(May 17th 2021) Signs on floorSignage to that effect

Respiratory Hygiene	Transmission to others	<ul style="list-style-type: none"> • Masks to be worn on entry to hall and until seated • Masks to be worn if leave the table eg for the toilet or to leave • All crockery used to be put through dishwasher • Table cloths to be washed afterwards • Ventilation checked – entrance and exit doors open plus some windows 	<ul style="list-style-type: none"> • Signs in hall for – Catch it, Bin it • Bins with disposable bags in hall
Hand Cleanliness	Transmission to others	<ul style="list-style-type: none"> • Hand sanitiser to be used on entry • Sanitisers placed around hall • Servers and waitress wear PPE – gloves, aprons, masks/visor • Each table has milk & sugar 	<ul style="list-style-type: none"> • Purchased by Community Hall Group
Kitchen Area	Transmission of Covid	<ul style="list-style-type: none"> • Only designated persons allowed entry • Only 2 or 3 people in kitchen at a time • PPE to be worn • Hand sanitiser available 	<ul style="list-style-type: none"> • No entry sign on door

<p>Track and Trace</p>	<p>Transmission of Covid</p>	<ul style="list-style-type: none"> • Contact details of everyone to be collated on entry • Entrance person record these details. People do not sign themselves in • Completed form to be handed to secretary and kept for 21 days • Ensure participants know they must not attend if they or anyone in their household has had covid symptoms in last 7 days • Should anyone develop symptoms within 7 days of the Coffee Morning they MUST use the Test, Track and Trace system to alert others 	<ul style="list-style-type: none"> • Use the form provided by Hall management • Signage outside hall
<p>Cleanliness of the Hall after event</p>	<p>Transmission of Covid</p>	<ul style="list-style-type: none"> • Crockery and cutlery to be passed through dishwasher • Hirer to ensure cleaning is carried out at the end of the morning in accordance with the halls Covid cleaning routine • Tables and chairs to be left in situ • Hirer to use fogging machine • Hirer to move furniture 24 hrs later 	<ul style="list-style-type: none"> • Cleaning box and instructions in back room