

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

This sample document can be used as a guide to help you produce your own COVID-19 risk assessment for use in our hall. It is intended as a supplement to your group's ordinary Risk Assessment.

**Name of Hirer:** Inspired to Make

**Form completed by:** Andrea Porter

**Date:** November 2020

**Reason for hiring Hall:** gathering of Inspired to Make members to craft

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or the hall cleaner have not cleaned hall or equipment used to standard required.  Our group leaves hall or equipment without cleaning.	Hirer to check with hall management when hall is cleaned  Hirer to make sure regularly used surfaces are cleaned during hire e.g. tables, sinks, door and toilet handles.  Hirer must ensure cleaning is carried out at the end of the session in accordance with the Halls Covid-19 cleaning routine.	Chairs and tables should not be stacked but left out for 'fogging' by caretaker

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<p>Managing Social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing</p>	<p>Following regulations for the number of participants allowed</p> <p>Have a pre-event booking system to ensure social distancing possible</p> <p>Hirer will read through event introduction at start of session:</p> <p>Use shaped tables and keep them separate. Do not form a circle out of them. Maximum of two people per table</p> <p>One person only to enter toilet lobby. Follow guidance in Hall Covid-19 risk assessment</p> <p>Only one person in the kitchen at any one time.</p> <p>Attendees to bring their own drink or to make their own in the kitchen. Use paper towels to dry cups</p> <p>Wash hands/ sanitise before leaving kitchen</p>	<p>This is currently 15 indoors and 30 outdoors.</p>
<p>Respiratory hygiene</p>	<p>Transmission to other members of group</p>	<p>Catch It, Bin It, Kill It – refer people to posters</p> <p>Encourage group to avoid touching mouth, eyes, and nose.</p> <p>Provide tissues; ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p>	<p>Remember to bring tissues and hand sanitiser.</p> <p>Remember to empty any bins used, by tying up the bag and placing in kitchen bin at end of hire.</p>

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Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands using soap and paper towels after using the kitchen and/or toilet.	
Sharing materials	Transmission to other members of the group	<p>Attendees to only use the materials provided in the kit, which will have been prepared in the previous week</p> <p>No sharing materials or equipment until these are cleaned first.</p> <p>Attendees may bring their own project with them but must not share materials</p>	
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	<p>Follow hall instructions.</p> <p><i>Move person to safe area, obtain contacts, inform cleaner</i></p>	
Track and Trace	Transmission of Covid-19	<p>Contact details to be collated for everyone attending by volunteer manning reception desk.</p> <p>Completed form to be given to secretary who will retain for 21 days</p> <p>Make sure that everyone knows they must not attend if they or anyone in their household has had COVID-19 symptoms in the last 7 days.</p> <p>If they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with who they have been in contact.</p>	Use the form provided by Hall management