

### Sample COVID-19 Risk Assessment for hirers of Village and Community Halls (modified by HBVA)

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or hall cleaner may not have cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used/touched surfaces are cleaned by us before, during and after hire e.g. tables, sinks, door and toilet handles, switches, key.	Can we bring our own equipment?
<b>Cleaning electrical items e.g. switches</b>	Spray cleaning is not suitable	Use cloth or paper towel dampened with sanitiser	
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain advised social distancing	Advise group they must comply with social distancing as far as possible and use the one-way system. Adopt layout advised. Limit numbers using toilets to one at a time.	No use of kitchen – ask people to BYO food and drink?  Allow older people time to use toilets without others present.
<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. 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. Dispose of into lined bins Remember to empty all bins used into one bag at end of hire and take them away for disposal.. Put clean bin liners in before leaving.

<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 with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform booking clerk.	Safe area = disabled WC