

Sample COVID-19 Risk Assessment for hirers of Wenhaston Village Halls

This sample document can be used as a guide to help our hirers produce their own COVID-19 risk assessment for use at 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 cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Make sure frequently used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles etc.	The group's own equipment used at the hall is to be cleaned before storing.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use a one-way system making use of the emergency exits. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? 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. Ask them to dispose of used tissues into a bin or disposable rubbish bag, then wash or sanitise hands.	Hand sanitiser and paper towels are available at the hall. Remember to empty any bins used into the outside bin at the end of hire.
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.	
Attendees	The need to contact attendees if someone should fall ill after attending a session.	Ask attendees to leave their name and contact details on a dated register which you will store securely and dispose of safely after 21 days.	This is compulsory – see further information on the Risk Assessments and will enable Test and Trace to alert others with whom they have been in contact.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions and ask the patient to go home immediately. If they need to wait for a lift follow hall instructions.	