

Sample COVID-19 Risk Assessment for hirers of Broad Chalke Village Hall (updated Sept 2021)

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of the hall. 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
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.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Transmission	Transmission of infectious through the air	Adequate ventilation, face masks, layout of chairs and tables.	
Managing clinically vulnerable people	Consider at risk individuals attending the event	Consider social distancing, spaced seating or other layout, increased ventilation, face masks and use of one-way system.	Allow vulnerable people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	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 kitchen bin at 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.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area and then leave asap, obtain contacts, inform hall management.	