

## Sample COVID-19 Risk Assessment for hirers of Broad Chalke Village Hall (updated 1 April 2022)

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
<b>Cleanliness of hall and equipment, especially after other hires</b>	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?
<b>Transmission</b>	Transmission of infectious through the air	Adequate ventilation, social distancing, layout of chairs and tables.	
<b>Managing clinically vulnerable people</b>	Consider at risk individuals attending the event	Consider social distancing, spaced seating or other layout, increased ventilation, and use of one-way system.	Allow vulnerable people time to use toilets without others present.
<b>Respiratory hygiene</b>	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.
<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 and then leave asap, obtain contacts, inform hall management.	