

Colne Community Hall

Appendix G

COVID-19 Risk Assessment for hirers of Colne Community Hall

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. 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?
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 one-way system. Adopt layout advised. Limit numbers using toilets at once.	Designated users for the 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. 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, obtain contacts, inform Booking Officer on (01487 841735).	