

COVID-19 Risk Assessment for Hirers of Priston Village Hall (August 2020)

Use this or your own Risk Assessment for your event and, before your event, return a signed copy to the Hall Booking Manager

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment	Each Hirer needs to clean the hall before their event begins.	Clean all surfaces, door handles, light switches, kitchen and toilet areas before your group arrives. Record your cleaning in the Cleaning Log in the kitchen.	Bring your own cleaning products and hand sanitiser. Do not use cleaning spray on electrical items.
Managing social distancing especially when people attending may be vulnerable	People not maintaining 2M social distancing in the doorways, the hall or the kitchen/toilet areas.	Advise your group they must wear masks while in the hall except when eating, drinking or undertaking allowed exercise. They must comply with social distancing and use the one-way system into and out of the hall. Limit numbers attending the event to 30. Approved exercise activities are limited to 8 plus leader.	Hold contact details for 3 weeks. Limit kitchen use to 3 people. Control the use of the toilets to allow one person into each area at a time.
Hand cleanliness and respiratory hygiene	Transmission to other members of group and premises.	Ask your group to use sanitiser on entering and exiting the hall and to clean hands regularly. Encourage your group to avoid touching their mouth, eyes and nose. Ask everyone to use the waste disposal bins for tissues and wipes. Do not share equipment.	Bring tissues, paper towels and hand sanitiser. Seal and remove used bin bags to the car park dustbins at the end of hire.
Catering and serving of food	Transmission to other members of group and premises.	If minimal food or drink is required encourage attendees to bring or make their own. If you wish to offer catering allow individuals or family groups to come to the serving table one at a time.	At a celebratory event consider the amount of alcohol available and offer more non-alcoholic drinks.
If someone falls ill with COVID-19 symptoms while at the hall.	Transmission to other members of group and premises.	Follow the hall instructions in the First Aid box in the kitchen. Arrange for the person to get home, obtain contact details for all attendees and inform the Booking Manager on 01761 471308.	Familiarise yourself with the Hall's 'Covid-19 Treatment Plan' and First Aid facilities in the First Aid Box in the kitchen.
Hirer:		Signature:	Date of Event:

