

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of your 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.	Group to check with hall caretaker when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, chairs, sinks, door, window 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.	Should we avoid use of kitchen and ask people to their own food and drink? Allow older people 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. Tissues to be disposed of into a bin or disposable rubbish bag, then wash or sanitise hands. All windows and doors to remain open if possible.	Provide your own rubbish bags and remove at the end of the hire. All attendees to bring tissues and hand sanitiser.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use hand sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. Wear masks if appropriate.	
Someone develops or tests positive with COVID-19 symptoms	Transmission to other members of the group and premises	Keep a record of all attendees, inform Test and Trace and the hall caretaker immediately.	Hall to be closed for deep cleaning