**Goostrey Village Hall - COVID-19 Risk Assessment for hirers of Village and Community Halls – from 19th July 2021 onwards**

This sample document is for use as a guide to help hirers produce their own COVID-19 risk assessment for use of the Village Hall. It is intended as a supplement to your group’s ordinary Risk Assessment . If you need assistance, please ask the Village Hall Supervisor.

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **Cleanliness of hall and equipment, especially after other hires** | Other hirers have not cleaned hall or equipment used to standard required or a group/School leaves hall or equipment without cleaning. | Group to check with hall Supervisors (or check the notice of when the hall was last cleaned) when hall is cleaned and to make sure regularly used surfaces are cleaned before and during hire e.g. tables, sinks, door and toilet handles.  | Goostrey Village Hall Supervisor will clean the rooms, entrance hall and toilets daily when the premises are in use. The date and time the premises have been cleaned will be displayed by the entrance.Hirers/staff to use hand sanitiser stations, disposable cloths and cleaning materials provided at the Village Hall to clean before and during your event. |
| **Managing Social distancing especially for people attending who may be vulnerable.** | People do not maintain social distancing.People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spread to those attending whole activity, instead of a small group.  | Advise all attending they should observe social distancing as far as possible and use any one-way system in place. Adopt layout advised. Limit numbers using toilets at once and or suggest that attendees wear masks in the corridors and toilets. Advise those in groups of the need to avoid mingling with others they do no usually meet.  | Hirers to bring their own food and drink.Hirers to bring their own tea towels.Allow older people time to use toilets without others present.Avoid raised voices or loud music. Avoid “crowded” dancing or activities. Allow people space to socially distance at your event. |
| **Respiratory hygiene** | Transmission to or from other members of group. | Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.Face coverings to be worn in confined areas or with vulnerable people. | Remember to bring tissues, hand sanitizer is provided. Supervisors to empty bins used at end of hire. Wear masks in confined areas or with vulnerable people. |
| **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.  | Hand sanitiser stations, disposable cloths and cleaning materials are provided at the Village Hall for use during events by hirers. |
| **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 Village Hall Supervisor.  | See Goostrey Village Hall -Covid Treatment Plan for details |