**Sample COVID-19 Risk Assessment for hirers of Santon Bridge Village Hall**

This sample document can be used as a guide to help you to produce your own COVID-19 risk assessment for use of the hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group’s ordinary Risk Assessment.

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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. Our group leaves hall or equipment without cleaning. | Group to appoint member to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | Bring own cleaning equipment and ensure replenishment of cleaning materials. |
| **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. | Should we avoid use of kitchen – ask people to BYO food and drink? |
| **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 and take the rubbish away with you. |
| **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. | Provide own sanitiser and antibacterial wipes for entrance and exit. |
| **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 hall representatives | Isolate individual in boiler room. |