**Sample COVID-19 Risk Assessment for hirers of Village and Community Halls – Feb 2022**

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.

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **People attend hall who are vulnerable to Covid for medical reasons (eg immune-suppression) and/or non -vaccination.**  **Those attending the hall may pass it on to relatives or friends in this category.** | Vulnerable people may be in the hiring group or in the next hiring group using the hall.  Caution among people who need activities owing to being isolated and need comfort they will be operated in a safe manner. | Make clear to group that they should not attend if they suspect they may have Covid, or had it within the last 6 days.  Invite those attending to let you know if they are vulnerable so you can make arrangements to keep them safe from Covid. |  |
| **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. | Take and use you own equipment where it will be helpful. |
| **Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable.**  **Preventing groups from mingling.** | People who attend mingle with other individuals, causing concern. Risk of virus spread to those attending whole activity, instead of a small group. | Ask participants to wear face coverings with vulnerable people and in confined areas and to observe social distancing as far as possible with anyone they do not have regular contact with. | Allow older people time to use toilets without others present. Avoid loud music/raised voices. For dancing or a crowded activity consider asking participants to take a lateral flow test |
| **Respiratory hygiene** | Transmission to or from other members of group. | Catch It, Bin It, Kill It. Use tissues. | Remember to bring tissues and hand sanitiser. |
| **Hand cleanliness** | Transmission to other members of group and premises | Advise group to use sanitiser on entering and exiting the hall, to wash or sanitise hands regularly. |  |
| **Someone falls ill with COVID-19 symptoms** | Transmission to other members of group and premises. | Move person to safe area or ask them to go home, obtain contacts of those attending, inform village hall committee to they can inform the cleaner. |  |