

## Alresford Village Hall COVID-19 Risk Assessment for hirers of Village Hall

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	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 used surfaces are cleaned before, during and after hire e.g. tables, sinks, door, and toilet handles.	Cleaning materials/equipment will be supplied, Hirer advised to bring back-up wipes in case of unexpected event.
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing.	Advise group they must comply with social distancing especially with regards to the 'more vulnerable' and use one-way system. The more vulnerable are advised to stay at home as much as possible and if they do attend hall to take care and minimise contact with others outside of their household. Adopt layout advised. Limit numbers using toilets to one at a time.	Hirer should not use kitchen or any cutlery/crockery. – Ask people to BYO food and drink. Allow older people time to use toilets without others present. Consider use of face masks.
<b>Respiratory hygiene</b>	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Keep hall well ventilated, opening doors and windows as far as possible. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Face coverings required unless circumstances allow exemption. See Main Village Hall Risk Assessment.	Remember to bring tissues and hand sanitiser. Remember to put all paper towel/tissues into provided bin at end of hire. Ensure all windows and door secured on leaving hall.
<b>Hand cleanliness</b>	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands using soap after using toilet.	Hand Drier is safe to use in an individual toilet.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. Paper towel and tissues should be disposed of into bin bag and placed in secure area for 72 hours.	Empty hall in orderly manner and advise 111 and Trustees. Advise symptomatic person to immediately return home and self-isolate.