

COVID-19 Risk Assessment to be completed by all hirers of Village Hall before hire is agreed.**Proposed hirer/organisation:****Proposed purpose of hire:****Please tick which parts of the building you intend to use: main hall/kitchen/committee room/changing rooms/foyer**

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment on arrival	Unsure if other hirers or hall cleaner have not cleaned hall or equipment used to standard required.	Group to check with hall committee 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.	NB the hall has a paid cleaner who cleans out of hours ready for the first user of the day.
Cleanliness of hall and equipment at end of your hire	The hirer leaves the hall or equipment without cleaning.	Each hirer to make sure regularly used surfaces are cleaned at the end of your hire e.g. tables, sinks, door and toilet handles.	Please describe what cleaning you will do at the end of your hire: You may bring your own equipment or use what is provided.
Managing Social distancing	Groups of people gathering in the car park; people not being prepared to wait and expecting to get straight in to the hall instead of queuing	Each hirer to confirm how many members of the public will be allowed into the building at any one time.	Please provide detail of how many helpers you will have in the car park to preserve social distancing and how they will prevent groups forming and manage parking/traffic flow.

			<p>How will you manage people queuing to get into the hall?</p> <p>What PPE will your helpers be wearing? How will you manage pinch points (eg doors from foyer into hall; exit door)</p>
<p>Managing Social distancing; especially for people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing in the hall</p>	<p>Each hirer must ensure that any persons coming into the building due to their hire comply with social distancing as far as possible and use a one-way system. Hirer to be familiar with signage and point it out to people coming into the hall due to their hiring.</p>	<p>How many members of the public will be allowed in at any one time?</p> <p>Please describe what actions you will be taking during you hire to comply with social distancing in the building:</p>

			<p>What practices do you have in place to consider vulnerable people (eg 70+)?</p>
<p>Managing social distancing: layout/stallholders etc</p>	<p>Maintaining distance</p>	<p>Hirer to show the layout of tables/chairs they intend to use. Govt guidance suggests side by side or back to back working.</p>	<p>Please provide a diagram showing how many stalls/tables/chairs you intend to use in the hall/committee room</p> <p>How will you try to minimise face to face contact between stallholder and customer?</p>
<p>Respiratory hygiene</p>	<p>Transmission to other members of group</p>	<p>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. The hirer should provide tissues and ask all to dispose into a disposable rubbish bag, then wash or sanitise hands. The hirer must remove ALL rubbish from site.</p>	<p>Will you be requiring all stallholders to wear a face covering? Will you be requiring helpers to wear a face covering?</p> <p>There will be sanitiser on site but remember to bring your own supply of tissues and hand sanitiser. Remember to take away ALL your rubbish at the end of the hire.</p>

Hand cleanliness	Transmission to other members of group and premises	Advise anyone in your group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Toilets	Transmission to toilet users	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless cleaner has precleaned out of hours.	The hall committee require a one in one out approach to toilets (NB two of the female cubicles will be closed off). How will your helpers ensure this requirement is complied with?
Noise	Transmission of droplets by shouting	All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes refraining from playing music or broadcasts that may encourage shouting.	What steps will you be taking to prevent shouting or other activity that risks projecting droplets?
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Move person to safe area, obtain medical help if necessary. Obtain contact details of all people in your group (helpers and stallholders) and pass this information to the hall committee to assist with any track and trace requirement by the authorities.	

Name of hirer completing this assessment:

Date completed: