**Appendix G**

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

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. 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 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, chairs, sinks, door and toilet handles. |  |
| **Managing Social distancing and especially people attending who may be vulnerable** | People do not maintain 2 m social distancing or wear face-coverings. | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised.  People should remain in groups of no more than 6, from no more than 2 households.  Face-coverings should be worn at all times. |  |
| **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. | Take all rubbish away at the end of the event. |
| **Hand cleanliness** | Transmission to other members of group and premises | Use posters provided.  Advise group to use sanitiser on entering and exiting the church, to wash hands regularly using soap and paper towels. | Someone should be assigned the job of supervising arrivals to ensure they use hand sanitizer and wear face coverings. |
| **Someone falls ill with COVID-19 symptoms** | Transmission to other members of group and premises | Follow instructions on posters.  Move person to safe area, obtain contacts, inform cleaner.  Ensure all either sign the Track and Trace list, or register with the Venue check-in QR code. | Someone should be assigned the job of supervising arrivals to ensure they register with Track and Trace. |
| **Use of toilet facilities:** | Transmission to other members of group and premises | Limit numbers using toilets. Toilets to be cleaned regularly. | There should be someone assigned the job of cleaning the toilets regularly. |
| **Serving refreshments** | Transmission to other members of group and premises | People should remain seated in groups of no more than 6 from no more than 2 households.  Any refreshments should be delivered by table service.  Staff should wear gloves and face coverings.  Food should be pre-packed and covered (no communal plates of biscuits or sandwiches). |  |
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