

# Benington Village Hall

## Groups, Clubs and Hirers Covid 19 Risk Assessment

Ref	Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
1	<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.	<p>Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned <b>before, during and after</b> hire e.g. tables, sinks, door and toilet handles.</p> <p>Use metal chairs where possible. They are easier to sanitise after use.</p> <p>If using upholstered chairs, sanitise your hands before touching them. This is because fabric is more difficult to clean.</p>	Bring your own equipment where possible
2	<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	<p>Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.</p>	<p>Avoid use of kitchen where possible. Bring your own supplies and take them away with you afterwards. Consider asking people to bring their own food and drink.</p> <p>Allow older people time to use toilets without others present.</p>
3	<b>Respiratory hygiene</b>	Transmission to other members of group	<p>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.</p>	<p>Remember to bring tissues, hand sanitiser and plastic gloves if required.</p> <p>Remember to empty any bins used into kitchen bin at end of hire.</p>
4	<b>Hand cleanliness</b>	Transmission to other members of group and premises	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using liquid soap provided</p>	

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5	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 committee member named in hall instructions.	

*Benington Village Hall Committee: 24 August 2020*

**Print name**

**Signature**

**Signed on behalf of the group, club or hirer**

**Date**

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