

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	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.	<p>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.</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	Managing Social distancing and especially people attending who may be vulnerable	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	Respiratory hygiene	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	Hand cleanliness	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

