

Umberleigh Village Hall

Bringing the community together

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

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of our hall.

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, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spreading to those attending whole activity instead of a small group.	Advise all attending they should observe social distancing as far as possible and use one-way system. Adopt layout advised. Advise those in groups of the need to avoid mingling with others they do not usually meet.	Kitchen is open, maximum of 3 people at a time. Kitchen to be cleaned before, during & after hire. People to be encouraged to bring own food and drink. Allow older people time to use toilets without others present. Avoid raised voices or loud music. Avoid 'crowded' dancing or activities.
Respiratory hygiene	Transmission to or from other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose and to wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.

Umberleigh Village Hall

Bringing the community together

Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
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 cleaner/booking clerk.	