

COVID-19 Risk Assessment for hirers of the Hall - risk assessment for Parish Council meeting

Area of Risk	Risk identified	Actions the Hall Committee take to mitigate Risk	Actions the hirer will take to mitigate risk.
<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. Or 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.	Sanitise doors, chairs, tables, etc after the event is finished. Toilet be sanitised after each use. Sanitise taps, seat and handles.
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Advise group they must comply with plan for one way system if required.	No more than 30 people to be admitted into hall. Seats to be placed 1-2m apart
<b>Respiratory hygiene</b>	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.	High risk individuals advised to a wear mask. Empty any bins into the black bin bag in kitchen and remove from hall after session. Provide as much ventilation as possible.
<b>Hand cleanliness</b>	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.	Provide hand sanitiser and ensure it is used on entering and leaving the event
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Move person away from other members of the group. Contact hall Secretary.	Move person to safe area. Contact Hall secretary. <b>KEEP A LIST OF NAMES AND CONTACT DETAILS OF EVERY-ONE AT THE EVENT</b>

**Germansweek Parish Hall (Tel. 01837871317 Mob. 07764301213)**

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<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions the Parish Council will take to mitigate risk</b>
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Or group leaves hall or equipment without cleaning.	Ensure doors, chairs, tables, switches and surfaces and sanitised after use The Toilet will not be open for use
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	No more than 30 people – seats 2 metres apart
Respiratory hygiene	Members of group	All attendees will wear masks – bins will not be available. Ventilation will be use. Windows and doors may be kept open.
Hand cleanliness	Transmission to other members of group and premises	Hand sanitiser will be used on entering and leaving the building.
Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	Move person to safe area. Contact Hall secretary. KEEP A LIST OF NAMES AND CONTACT DETAILS OF EVERY-ONE AT THE EVENT