

COVID-19 Risk Assessment for hirers of Fulford Village Hall

This document should also be used as a guide to help hirers produce their own COVID-19 risk assessment for use of our hall. It is intended as a supplement to the "Fulford Village Hall - Conditions of Hire (September 2014)".

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Access to kitchen	Cross contamination using equipment, crockery and utensils.	No access to kitchen or use of any crockery or utensils.	Hirer to bring any refreshments with their own paper cups and plates, disposal bags, and remove from site.
Cleanliness of hall and equipment	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 - tables, sinks, door and toilet handles. Tables used to be left out.	Hirer to bring their own equipment, sanitiser spray, cloths and wipes. Leave tables out after event.
Managing attendee numbers, social distancing and especially people attending who may be vulnerable	More than 30 attendees. People do not maintain 2m social distancing. No more than 2 in each toilet room.	Advise group they must comply with numbers and social distancing as far as possible. Adopt distancing layout advised. Limit numbers using toilets at any one time.	No use of kitchen – ask people to BYO food and drink. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group.	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues, hand sanitiser and disposal bags. Remember to empty any bins used and take home at the end of hire.
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.	Bring and take away all disposal bags.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions. Move person to extension or car, obtain contacts, inform committee booking secretary.	Ensure attendee list is held for 3 weeks after event.