

AKELEY VILLAGE HALL

Sample COVID-19 Risk Assessment for hirers of Akeley Village Hall

This sample document can be used as a guide to help our hirers produce their own COVID-19 risk assessment, for using the hall. It is intended as a supplement to your group's ordinary Risk Assessment.

This document is not intended to be comprehensive and Akeley Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for common sense or following Government guidelines.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
People attend hall who are vulnerable to Covid for medical reasons (e.g., immune-suppression) and/or non - vaccination. Those attending the hall may pass it on to relatives or friends in this category.	Vulnerable people may be in the hiring group or in the next hiring group using the hall. Caution among people who need activities owing to being isolated and need comfort they will be operated in a safe manner.	Make clear to group that they should not attend if they suspect they may have Covid, or had it within the last 6 days. Invite those attending to let you know if they are vulnerable so you can make arrangements to keep them safe from Covid	See below.
Cleanliness of hall and equipment, especially after other hires	Frequently used surfaces were not cleaned by previous hirer or hall cleaner. Hirer leaves hall without cleaning frequently used surfaces/tables etc.	Group to check with hall committee when hall is cleaned. Make sure regularly used surfaces are cleaned before, during and after hire e.g., tables, sinks, door and toilet handles. If in doubt clean before activities start.	Hirers can we bring their own equipment.
Managing Social distancing and especially people attending who may be vulnerable	People who attend mingle with other individuals, causing concern. Risk of virus spread to those attending whole activity, instead of a small group.	Ask participants to wear face coverings with vulnerable people and in confined areas. Advise all attending to observe social distancing as far as possible with anyone they do not have regular contact with. Adopt layout advised. Limit numbers using toilets at same time	Allow older people time to use toilets without others present. Avoid loud music/raised voices. For dancing or a crowded activity consider asking participants to take a lateral flow test that day.

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Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Provide tissues.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used and remove them from site at the end of hire. Dispose of them in a safe manner.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash or sanitise hands regularly.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to the Disabled Toilet which is the designated isolation room. A PPE kit and instructions are stored under the plastic chair placed in the toilet. Inform the Village Hall Committee immediately on 07756 830357	