

Burton Memorial Hall

Example COVID-19 Risk Assessment for hirers

This example document can be used as a guide to help you produce your own COVID-19 risk assessment for use of the hall during the COVID-19 period. It is intended as a supplement to your ordinary Risk Assessment. Please contact the Hall Chair on 01524 781306 if you need further help or advice in completing your COVID-19 risk assessment.

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 and use our own equipment?
Managing Social Distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible. Adopt layout advised. Limit numbers using toilets at once. Obtain contacts.	Should we ask people to bring their own 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. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues. Remember to empty any bins used into large outside bin at 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.	What if the sanitiser dispenser doesn't work? Can the group bring their own?
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, inform Hall Management Committee.	How do we get the person home safely? Do they need hospitalisation?

Completed by (Name) For Group Date