

## Melmerby Village Hall – COVID Risk Assessment for Hirers – April 2021

This document is a **GUIDE** to help hirers produce their own COVID-19 risk assessment. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of hall and equipment, especially after other hires</p>	<ul style="list-style-type: none"> <li>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required.</li> </ul>	<ul style="list-style-type: none"> <li><b>Group to check with hall committee when hall is cleaned.</b></li> <li><b>Group recommended to additionally clean surfaces before event starts.</b></li> <li><b>And to make sure regularly used surfaces are cleaned during hire e.g. tables, sinks, door and toilet handles.</b></li> </ul>	<p>Cleaning materials provided.</p>
<p>Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.</p>	<ul style="list-style-type: none"> <li>People do not maintain 2m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful.</li> <li>Risk of virus spread to those attending whole activity, instead of a small group.</li> </ul>	<ul style="list-style-type: none"> <li><b>Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.</b></li> <li><b>Advise those in groups of the need to avoid mingling with others.</b></li> </ul>	<p>Should we avoid use of kitchen – ask people to BYO food and drink?            Allow polite, socially distanced, speaking only between groups.            Avoid raised voices or interactions.</p>

Respiratory hygiene	Transmission to other members of group	<ul style="list-style-type: none"> <li>• <b>Catch It, Bin It, Kill It.</b></li> <li>• <b>Encourage group to avoid touching mouth, eyes, and nose.</b></li> <li>• <b>Tissues to be disposed of into a bin, then wash or sanitise hands.</b></li> </ul>	Remember to bring tissues Remember to empty any bins used into outside green bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	<ul style="list-style-type: none"> <li>• <b>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</b></li> </ul>	
Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	<ul style="list-style-type: none"> <li>• <b>Follow hall instructions.</b></li> <li>• <b>Move person to safe area – small meeting room.</b></li> <li>• <b>Inform VH Committee</b></li> </ul>	