

Melmerby Village Hall – COVID Risk Assessment for Hirers – July 2020

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
Cleanliness of hall and equipment, especially after other hires	<ul style="list-style-type: none"> Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. 	<ul style="list-style-type: none"> Group to check with hall committee when hall is cleaned. Group recommended to additionally clean surfaces before event starts. And to make sure regularly used surfaces are cleaned during hire e.g. tables, sinks, door and toilet handles. 	Cleaning materials provided.
Managing Social distancing and especially people attending who may be vulnerable	<ul style="list-style-type: none"> People do not maintain 2 m social distancing 	<ul style="list-style-type: none"> Take contact details of all attending for Track & Trace purposes and keep for 21 days. Advise they must comply with social distancing as far as possible and use one-way system as signed. Limit numbers using toilets as indicated. 	Should we avoid use of kitchen – ask people to BYO food and drink?

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