acre ACTION WITH COMMUNITIES IN RURAL ENGLAND

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls – March 2021
References to groups of 6 or 2 households adjusted and removal of information about shielding/vulnerable groups being advised to stay at home.

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. 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	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 our own equipment?
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.**	People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.	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. Advise those in groups of the need to avoid mingling with others.	Avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.
Respiratory hygiene	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire.

		into a bin or disposable rubbish bag, then wash or sanitise hands.	Face coverings to be worn unless an exception applies.
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.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	