



Stenton Village Hall

COVID-19 Risk Assessment Guide for Hirers

Notes: This document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of Stenton Hall. It is intended as a supplement to a group's ordinary risk assessment.

People or Area at Risk	Risk Identified	Action 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.	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,	Consider bringing our own equipment?
Managing physical distancing and especially people attending who may be vulnerable	People do not maintain respectful and appropriate physical distancing	Advise group they should respect physical distancing as far as possible and consider one-way system. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO 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 and hand sanitiser. Remember to empty any bins used into outside hall green bins 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.	
Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	Move person to safe waiting area in old entrance until transport home or to hospital can be arranged. Follow SVH COVID-19 Treatment Plan.	