

## Example COVID-19 Risk Assessment for hirers of Braunston Village Hall

Group Name: .....

Group Leader: .....

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Test and Trace compliance</b>	Lack of information when someone attending my session falls ill.	Keep a log of names and contact numbers for all people who attend my group. Keep the log for 21 days	If someone in my group falls ill I will ensure that they get a Covid test immediately.
<b>Cleanliness of hall and equipment</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	I will ensure that all surfaces ( See Appendix A ) are cleaned before and after the hire. Our group will bring our own tea-towels.	Cleaning spray and wipes provided by hall. Pedal bins are provided and will be emptied by the hall cleaner.
<b>Managing social distancing</b>	People do not maintain 2 m or 1m+ social distancing	Advise my group they must comply with social distancing as far as possible and use the one-way system as indicated. Adopt seating layout as advised. Kitchen and store room use is limited to one person at a time.	Pay particular attention to social distancing if members of my group are vulnerable.
<b>Respiratory hygiene</b>	Transmission to other members of group	Ensure that the group wear face coverings. Encourage my group to avoid touching mouth, eyes, and nose. I will provide tissues & ask all to dispose into a bin, then wash or sanitise their hands.	Face coverings can be removed when exercising. Remember to bring tissues.
<b>Someone shows symptoms of COVID-19</b>	Transmission to other members of group and premises	Move the affected person to the small hall, consider whether they can be escorted home or if an ambulance is required. Ask others to vacate the hall. Arrange NHS Covid test Inform Hall Bookings Sec 01572 759556	Inform Bookings Sec of test results.

## Appendix A

### Surfaces to be cleaned.

Spray cleaner and disposable wipe cloths will be provided. Please inform Bookings Sec on 01572 759556 or [bookings@braunstonvillagehall.co.uk](mailto:bookings@braunstonvillagehall.co.uk) if stocks are low.

#### General

- Door handles
- Door touch plates
- Light switches \*\*
- Sockets \*\*
- Window latches
- Bins

#### Main hall

- Table tops
- Mantlepiece
- Window sills
- Radiators

#### Kitchen

- Worktops
- Sink and taps.
- Cupboard handles
- Kettle
- Fridge door

#### Small hall

- Worktop
- Mantlepiece

#### Loo

- Loo seat and flush handle
- Basin
- Taps
- Baby changing table
- Door lock

#### Outside

- Key lockbox

\*\* Do not spray, wipe with damp cloth