**Sample COVID-19 Risk Assessment for hirers of Storton Lodge (the hall)**

This document can be used by hirers to produce their own COVID-19 risk assessment for use of the hall. It is intended as a supplement to each hirer’s ordinary Risk Assessment.

Name of Hirer/Person responsible for completing the risk assessment……………. Date assessment completed……..

Days and time when hall is occupied……………

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **Cleanliness of hall and equipment.** | Transmission to other members of group and premises | Hirer to check (record kept in kitchen) when hall last cleaned, and carry out additional cleaning of high contact points if wanted.  Any equipment taken from storage area to cleaned before use. After use hirer must reclean and replace equipment in storage area, so that the hall is left as it was found.  The hirer must ensure booking secretary knows the hire schedule so that cleaning is completed in time/not done unnecessarily | Cleaning materials available to hirers in kitchen |
| **Managing social distancing and especially people attending who may be vulnerable**  **Outside, in entrance hall and in main hall** | People do not maintain 2m social distancing | Hirer must establish if any attendees are vulnerable. Hirer must advise group they need to comply with social distancing as far as possible outside and inside the hall.  Hirer can avail of one-way system. Hirer must ensure single occupancy of toilets and that face masks are worn by those over 11 years. | . |
| **Respiratory hygiene** | Transmission to other members of the group | Catch It, Bin It, Kill It. Hirer to encourage group to avoid touching mouth, eyes, and nose. Hirer to provide tissues, ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.  Where possible hirer to keep windows and doors open to enable air circulation | Remember to bring tissues and hand sanitiser.  Remember to empty any bins used at end of hire. |
| **Hand cleanliness** | Transmission to other members of group and premises | Hirer to advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels/air driers provided in the toilets. |  |
| **Someone falls ill with COVID-19 symptoms whilst at the hall** | Transmission to other members of group and premises | Hirer to advise of use of NHS QR code at entrance for track and trace. Hirer to ensure register of attendees and their contact details taken and kept for 3 weeks.  Hirer to terminate event and have all attendees leave quickly to minimise transmission. Give list of attendees to the authorities and immediately inform booking sectretary and, if possible, cleaner. | Adhere to current government guidelines on notification, isolation and testing of all those present. |
| **Someone falls ill with Covid-19 symptoms within 5 days after attending an event at the hall** | Increased risk of transmission to other hall users. | Hirer to inform hall management through bookign secretary and other event attendees. Hirer to rovide list of all attendees to the authorities. | Adhere to current government guidelines on notification, isolation and testing of all those who were in attendance. |