

## Sample COVID-19 Risk Assessment for all hirers of Stoneleigh Village Hall.

Based on this model submit your own Risk Assessment to Joe Ball at least one week before your hire of the Hall commences.

Areas of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Cleanliness of hall and equipment, especially after other hires</b>	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 Group to clean regularly used surfaces before, during and after hire e.g. tables, sinks, door and toilet handles etc.	Can we bring our own equipment? (Stoneleigh VH will provide cleaning fluids but Groups can bring their own as long as they are not left at the Hall after the event).
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Avoid socialising in entrance hall and corridor.	Should we avoid use of kitchen – ask people to BYO food and drink? Kitchen can be available for drinks by agreement and under Covid-19 Conditions.  Allow older people time to use toilets without others present. (Stoneleigh VH limit use of toilets to one person at a time.)
<b>Respiratory hygiene</b>	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	Remember to bring tissues and hand sanitiser Remember to empty any bins used into main bin outside the Hall entrance.

		disposable rubbish bag, then wash or sanitise hands.	
<b>Hand cleanliness</b>	Transmission to other members of group and premises	Group to use sanitiser provided on entering/exiting the hall, and to wash hands regularly using soap and paper towels.	
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	Stoneleigh VH safe area is the Meeting Room and any other Group or persons using this Room will respond sympathetically to a request to vacate it via the side door to allow affected person to occupy it in isolation.