**COVID-19 Risk Assessment for hirers of Snitterfield Village**

**Please adapt to reflect your user group and return to the Village Hall Management Committee - thank you**

The potential mitigations are in three categories colour coded as follows:

# Red – Actions based on Government advice (i.e. should be considered mandatory)

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes to consider** | **Actions taken** |
| **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 handles and toilets.** | **Can we bring our own equipment?**  **Where possible please bring your own sanitiser for your group use, however, the village hall committee will provide cleaning items for use in the hall as well.** |  |
| **Managing Social distancing and especially people attending who may be vulnerable** | People do not maintain 2m social distancing | **Advice group that they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets to 1 person at any one time.**  **Keep door open to toilet lobby at all times & encourage use of foot/elbow to open the doors to the toilets**  **Use ‘Opening Announcements’ information provided at start of hiring session to inform your group.** | **Should we avoid use of kitchen – ask people to BYO food and drink?**  **If the kitchen is used, reduce numbers in this area to 2 people & encourage the use of face masks.**  **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.**  **Face masks to be worn in the kitchen area if possible** | **Remember to bring tissues and hand sanitiser.**  **Remember to empty any bins used into kitchen bin at end of hire.**  **Wearing of face masks to be encouraged in kitchen** |  |
| **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 which are found in the Covid first aid box located in the rear room. Move person to safe area in rear room, obtain contacts, inform Bookings secretary.** | **Hall users to keep contact details of everyone attending the event for a minimum of 21 days after the event.** |  |