

Hirers COVID Risk Assessment 20200716

Nature of risk	Risk	Precautions	Notes
Cleanliness of hall and equipment especially after other hirers	Previous hirer or cleaner does not clean hall properly. Our group does not clean after use.	Check with Hall committee the cleaner's rota. If tables or chairs required book with caretaker.	No tables & chairs kept in the Hall.
			Best to bring own equipment
			Clean used surfaces at beginning and end of hire.
Maintaining social distancing.	People do not maintain 2m social distancing	Ensure group aware they must maintain social distancing at all times. Importance to keep distance at the entrance, can be achieved by "one at a time." Bring own food & drink.	One at a time use of entrance.
			One at a time use of toilet.
			Avoid use of kitchen
Person falling ill with Covid-19 on premises	To other members of our group and to premises and other groups.	Person to return to their car, or failing that the kitchen. Obtain list of contacts Inform hall cleaner.	
Respiratory hygiene	Transmission to other members of the group.	"Catch it, Bin it, Kill it." Encourage group to avoid touching mouth, eyes and nose.	Tissues, hand sanitiser and bin in entrance.
Hand cleanliness	Transmission to other members of the group and premises.	Advise group to use sanitiser on entering and exiting the hall.	Encourage washing of hands and use of paper towels at start of activity and on return home.
Payments by attendees and hirer.	Transmission of covid by handling of cash	Encourage attendees to pay hirer by bank transfer; if cash used then hirer and attendees will need to wash hands again.	The Hall requires hirers to pay by bank transfer only.
Vulnerable group over 70, and those with certain medical conditions	All	Those in our group who are over 70 in this category are advised not to attend for the time being.	Discuss with those over 70 if the precautions taken are sufficient to mitigate their risks, or whether they should avoid the hall.
			Talk regularly to check arrangements are working.

Congregating in carpark	Not maintaining 2m social distancing	Wait at 2metre distance marks at entrance steps, until it's your turn to enter one at a time.	2m marks on pavement at entrance.
Entrance	All	This is the main "Pinch Point". Hirers to consider an outside queuing system, or staggered arrival times to allow "one at a time" access through entrance into Hall.	Clean door handles & light switches regularly. Hirer to notify attendees to wait in carpark before being called in "one at a time".
Main Hall	All	Door handles, light switches, heating control, window sills, tables & chairs all at risk surfaces. Hirers requiring tables & chairs to clean before use. Hirers to ensure 2metre social distancing for all during their activity and wash hands on arrival and on returning home. Preferable to allow hirers only on Mondays and Thursdays, this gives 72 hour gap between activities.	Move all tables & chairs from Hall to the Annexe..
			Ask Hirers to not touch the curtains.
			72 hour gap reduces cleaning required and ensures each hirer isolated from the other.
Cleaning of electrical switches	Hirer	Do not directly spray sanitising fluid directly onto surface of electrical switches etc. , use a cloth impregnated with cleaning fluid.	
Frequent usage of Hall	All	If Hall used more frequently than Mondays and Thursdays then each hirer will need to arrive early to clean all surfaces before allowing attendees in to the class, and will need to clean surfaces surfaces before exiting.	Extra booking time will be allocated free of charge to enable this extra cleaning to take place.
Kitchen	All	Difficult to ensure social distancing due to size and sole entrance. Hirers to limit numbers to one at a time in the kitchen. Over 70's encouraged to avoid. Hirers to clean all surfaces at beginning and end of hire. Hirers to wash, dry and replace in cupboard all crockery & cutlery used.	Consider closing kitchen, or hirers to bring own food & drink.
			Hirers to bring own tea towels.
			Hall provides hand sanitiser, soap and paper towels.
Inside Toilet	All	No social distancing possible, Door handle, switch, basin, toilet handle and toilet seat need frequent cleaning. Hirer to ensure "one at a time" access, and no waiting in entrance.	Hirer to clean all surfaces before start of hire, unless cleaner confirms already done. Hirer to clean all surfaces at end of hire.
Annexe	All	Limit access to cleaner & caretaker only. Hirers who need tables & chairs to notify caretaker.	Caretaker to move tables & chairs required from Annexe to Hall.