



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**

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes to consider
<p>People attend hall who are vulnerable to Covid for medical reasons (eg immune-suppression) and/or non -vaccination. Those attending the hall may pass it on to relatives or friends in this category.</p>	<p>Vulnerable people may be in the hiring group or in the next hiring group using the hall. Caution among people who need activities owing to being isolated and need comfort they will be operated in a safe manner.</p>	<p>Make clear to group that they should not attend if they suspect they may have Covid, or had it within the last 6 days. Invite those attending to let you know if they are vulnerable so you can make arrangements to keep them safe from Covid.</p>	<p>See below.</p>
<p>Cleanliness of hall and equipment, especially after other hires</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.</p>	<p>Group to ensure regularly used surfaces are cleaned before, during and after hire e.g. light switches, tables, sinks, door handles and toilets.</p> <p>Hand sanitiser to be available throughout the hall</p>	<p>Can we bring our own equipment?</p> <p>Suggest continue to bring your own equipment</p>

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes to consider
Managing Social distancing for people attending who may be vulnerable.	People who attend mingle with other individuals, causing concern. Risk of virus spread to those attending whole activity, instead of a small group.	<p>Ask participants to wear face coverings with vulnerable people and in confined areas.</p> <p>Advise all attending to observe social distancing as far as possible with anyone they do not have regular contact with.</p> <p>Adopt layout advised.</p> <p>Limit numbers using toilets at same time.</p>	Allow older people time to use toilets without others present. Avoid loud music/raised voices. For dancing or a crowded activity consider asking participants to take a lateral flow test that day.
Respiratory hygiene	Transmission to other members of group	<p>All attendees should be made aware of the COVID-19 guidelines not to attend the event if they have any symptoms of the virus</p> <p>Catch It, Bin It, Kill It.</p> <p>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.</p> <p>Encourage the wearing of face masks in the hall when mixing with people outside their normal daily lives</p>	<p>Inform all of those attending of COVID-19 guidelines</p> <p>Remember to bring tissues and hand sanitiser.</p> <p>Remember to empty any bins used into kitchen bin at end of hire.</p> <p>Encourage the wearing of face masks in the hall unless taking an exercise class or consuming food or drink</p>
Hand cleanliness	Transmission to other members of group and premises	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	<p>Hand sanitiser to be available throughout the hall</p>
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.	

Date of review:

Name:

Signed: