

Aldbury Memorial Hall – Hirer’s Risk Assessment for Avoidance of Covid 19 exposure and transmission

Please complete this assessment and e-mail to nickdelab@gmail.com for discussion and confirmation of necessary actions to be taken and whether the booking can proceed.

Name of Hirer (who is completing this risk assessment)	
Date Risk Assessment Complete	
Name of Group	
What are the groups activity. See hiring terms re permitted activities	
What is the vulnerability of your groups <ul style="list-style-type: none"> • Over 70’s • Ability to comprehend/follow instructions on distancing/hygiene etc 	
What is the maximum number that will be in your group. (Max Capacity is 25)	

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall prior to use	Other hirers or hall cleaner have not cleaned hall.	Group to check cleaning record at entrance to hall. Hirer to clean in advance of use.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 1m social distancing	Advise group they must comply with social distancing as far as possible. ie 1 m. Closer proximity is only permitted for those in household bubbles. Specify if one way system (in at front and out through fire exit at back) is to be used or queue allowing one at a time through pinch points (eg Hallway) Limit use of disabled toilet only and one at time.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group. What is level of activity/singing/shouting/puffing	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. Wearing masks is mandatory and must be removed with users.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
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.	Hand sanitizer is provided at entrance to hall. Soap and disposable towels are available
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area (room opposite kitchen)Ensure contacts are collected and send others home exiting through fire exit. Inform caretaker/Booking Secretary. Arrange for affected person to return and stay home	