

Trimingham Village Hall Trust

COVID-19 Risk Assessment for hirers – page 1

Area of Risk	Risk identified	Actions taken to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hirers	Other hirers or hall cleaner have not cleaned hall or equipment 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 and toilet handles	Can we bring our own equipment?
Managing social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing	Advise group they must comply with social distancing as far as possible and use a one-way system. Limit numbers using toilets at once.	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	Catch it, Bin it, Kill it. Encourage group to avoid touching mouth, eyes and nose. Provide tissues and ask all to dispose into bin or disposable rubbish bag, then wash and sanitise hands	Remember to bring tissues. Remember to empty any bins used at end of hire either into the kitchen bin or outside bins
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 fell ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform management committee	
Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood contractors/volunteers could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with COVID-19 on the premises. Occasional maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with rubber gloves. Contractors to provide their own. Volunteers advised to wash outer clothes after cleaning duties.	Volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.
Contractors and volunteers – think about who could be at risk and likelihood volunteers could be exposed	Volunteers who are either over 70 or extremely vulnerable. Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill	Discuss situation with volunteers over 70 to identify whether provision of additional protective clothing could mitigate the risk. Talk with volunteer, committee members and trustees to see if arrangements are working.	Volunteers will need to be advised immediately if someone texted positive for COVID-19 who has been on the premises. Important to maintain confidentiality regarding the identity of those infected.

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COVID-19 Risk Assessment for hirers – page 2

Area of Risk	Risk identified	Actions taken to mitigate risk	Notes
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing People drop litter	Encourage people to observe the social distancing in force Check outside area for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby	Possible “pinch points” and busy areas where risk is social distancing not being observed Door handles, light switches, in frequent use	Identify “pinch points” and busy areas. Consider marking out 2m distance spacing at entrance area. Create one way system with signage using separate entrance and exit Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily Provide more bins, in entrance hall, meeting room. Empty regularly
Main Hall	Door handles, light switches, fire door handles, tables, chair backs, door blinds Chair seats that cannot be readily cleaned between use.	Door handles, light switches, fire door handles, tabs on door blinds, tables, chair backs and other equipment to be cleaned by hirers Social distancing to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands frequently	
Meeting Room	Social distancing more difficult in smaller areas Door and windows handles, light switches, tables, chair backs, copier, smart screen Carpet less easily cleaned than laminate flooring	Recommend that all hirers in the immediate future use the large hall rather than the meeting room. Equipment (i.e. copier and smart screen) to be wiped over	Consider closing meeting room and use only as designated space for isolating anyone who falls ill with suspected COVID-19 when on the premises
Kitchen	Social distancing more difficult	Hirers are asked to control numbers using kitchen so as to ensure social distancing especially for those over 70.	Cleaning materials to be made available in a clearly identified location. Check stock regularly.

Kitchen (continued)	Door and window handles Light switches, working surfaces, sinks, cupboard, drawer handles, fridge, crockery, cutlery, kettles, coffee maker, hot water boiler, cooker, microwave	Hirers asked to wipe down all areas likely to be used, and wash and dry crockery and cutlery after use either using dishwasher or hot soapy water and drying with tea towel and stow away.. Remove tea towel from premises and hot wash before returning Hand washing facilities, and hand sanitiser to be available Consider encouraging hirers to bring their own food and drink for the time being	Consider closing kitchen if not required or restricting access
Storage areas	Social distancing not possible Door handles	Public access unlikely to be required	
Toilets	Social distancing difficult Surfaces in frequent use – door handles, locks, basin, taps, toilet flush handles, seats, mirrors etc. Baby changing	Hirer to control numbers accessing toilets at any one time with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless arrangements have been made to pre-clean	Ensure soap a, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if necessary Posters to encourage 20 second hand washing and using paper towels
Machine Room	Door handle Social distancing not possible	Public access unlikely to be required	
Events	Handling cash and tickets Too many people arrive at one time	Organisers to arrange pre-payment for tickets if possible. Cash to be handled by volunteers using gloves. For performances seats to be limited, booked in advance, 2 seats between individuals or households	

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

Orange – **Actions that are strongly recommended**

Green – **Actions that might be considered**