



# Hopton Village Hall

**RISK ASSESSMENT FOR HALL HIRE POST LOCKDOWN DUE TO COVID 19  
THE RISK , IN EVERY SCENARIO MENTIONED BELOW, IS THE SPREAD OF  
COVID 19**

| Area or people at risk   | Actions to be taken to mitigate risk by the village hall management  | Actions to be taken to mitigate risk by the hall hirer   |
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| <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Visitors to the premises</li> <li>• Vulnerable groups i.e.<br/>The elderly<br/>Pregnant women<br/>Those with underlying health conditions</li> </ul> | <p>Hand washing facilities with antiseptic soap and hot water are in place</p> <p>There is pictorial guidance on stringent hand washing</p> <p>A regular cleaning regime which includes the disinfection of objects and surfaces that are touched regularly, is in place, particularly in areas of high use such as door handles, light switches and reception areas and using appropriate cleaning products and methods.</p> <p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and of the importance of proper drying. They should be reminded to avoid touching their face, eyes, nose or mouth with unclean hands. Staff should be encouraged to report ANY PROBLEM at once</p> |  |
| <p>Car park/paths/patio/exterior area</p>  | <p>The cleaner is to be asked to check those areas for rubbish which might be contaminated, e.g. tissues. He should wear plastic gloves throughout.</p>  | <p>The main risk is likely to be where people congregate or for vulnerable people. Hall hirers must ensure that people do not congregate and that special care is taken of vulnerable individuals.</p> |
| <p>Entrance hall</p>   | <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at the entrance to the hall</p>  | <p>Social distancing must be observed by hirers in arranging their activities even if this means limiting the number of people who can attend.</p>   |

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| Main hall  | Cleaning materials, including anti-bacterial wipes are to be made available in a clearly identified location. They should be regularly checked and re-stocked as required. | Door handles, light switches, window catches, tables, chairs and other equipment used, must be cleaned by hirers at the end of their session.   |
| Kitchen  | Cleaning materials, including anti-bacterial wipes are to be made available in a clearly identified location. They should be regularly checked and re-stocked as required. | When possible, group leaders should encourage course participants to bring their own food if appropriate.<br>Two people are to be nominated at the beginning of the session to use the kitchen (if required) and the same two people should clear up at the end of the session. Any crockery /cutlery used should be washed in hot soapy water, dried and stowed. Group leaders should bring their own tea towels |
| Storage rooms  | The only group that is likely to fetch equipment from the storage room is the Wood Turners who should be told that they are responsible for cleaning their own equipment   |   |
| Toilets  |  | The hirer to ensure that toilets are accessed one at a time.  |
| Cleanliness of hall and equipment, especially after other lettings | Provide cleaning materials in a clearly designated place   | The group leader must check that regularly used surfaces are cleaned at the end of the session e.g. tables, sinks, door handles.<br>The group leader or those designated to clean can bring their own domestic cleaning products or they can use the cleaning materials provided  |
| Managing social distancing   |  | The group leader must comply with social distancing as far as possible, even introducing a one-way system if appropriate. They must arrange the furniture before the session begins, to encourage social distancing and should only allow people to visit the toilet one at a time. They should encourage people to bring their own   |

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|   |  | tissues which, if used, must be disposed of appropriately i.e. if people want to throw away used tissues during the session, they must use the bin bags provided and all rubbish must be taken to the wheelie bins at the end of the session<br><b>THEY MUST EXPLAIN HOW THEY ARE GOING TO GUARANTEE SOCIAL DISTANCING AND SUBMIT TO THE BOOKING SECRETARY IN ADVANCE OF THE SESSION</b>   |
| Hand cleanliness  | Provide hand sanitiser at the entrance to the hall   | Insist that participants use the sanitiser on entering the hall  |
| Someone falls ill with Covid 19 during a hall session or afterwards | The Booking Secretary asks the group leader to provide a register of people who attended the session in question, with contact details. The Booking Secretary then informs Public Health Stafford<br>N.B. Details of a person's medical condition must be kept confidential, unless the patient agrees it can be shared.<br>Staff and volunteers should be warned immediately if someone tests positive for Covid 19, who has been on the premises. If the cleaner has been on the premises recently, he should be told to stay at home. | Group leaders should ensure that they have contact details for all possible participants and should take a register at the beginning of the session. If the person falls ill with Covid 19-type symptoms during the session, group leaders should finish the session, make sure that the person is comfortable, make sure that the person can be safely transported home or to hospital and give details of the incident to the Booking Secretary. |



I ,(please print your name).....

agree to comply with all of the actions for group leaders, which are mentioned in the Risk Assessment above.

My session is called .....

My session(s) will take place (give dates and times .....

I agree to pay a surcharge of £10 which will pay for an enhanced cleaning regime and all the extra steps that the village hall management committee have taken to satisfy the requirements of the Risk Assessment above.

Signed .....

**Below, please say how you intend to maintain social distancing throughout your session:**