

COVID-19 Risk Assessment for Burghfield Village Halls – September 2021

This document is a guide to help hirers produce their own COVID-19 risk assessment for the use of Burghfield Village Hall:

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with parish council 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 for people attending who may be vulnerable.	People do not maintain 2 m social distancing. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they must comply with social distancing as far as possible. Limit numbers using toilets at once.	Ask each group to use toilets at one time, so they are not mingling with others.
Respiratory hygiene	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Provide tissues and ask all to dispose into a rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used 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.	Remember to bring hand sanitiser
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	