

COVID-19 Risk Assessment for hirers of Walsham-le-Willows Village Halls – October 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<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 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.</p>	<p>Can we bring our own equipment?</p>
<p>Track and Trace regulations</p>	<p>Hall users may forget to log into App or give contact information.</p>	<p>Remind ALL to check in using app, QR poster or that names and contact numbers</p>	
<p>Managing Social distancing and limit of groups size to 6 especially for people attending who may be vulnerable. Preventing groups from mingling.</p>	<p>People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups. Risk of virus spread to those attending whole activity, instead of a small group.</p>	<p>Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others.</p>	<p>Avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Ask each group to use toilets one at time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.</p>

Respiratory hygiene	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Some is provided at hall but also bring your own. Remember to empty any bins used at end of hire. Face coverings to be worn unless an exception applies.
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 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.	