

Waterford Village Hall Covid-19 Risk Assessment Guidance for Hirers



Telephone: 07584 123958 or email: waterfordvillagehall@gmail.com

This guidance shows the kind of approach groups might take when hiring Waterford Village Hall. Use it as a guide to think through some of the hazards and the steps you need to take to control the risks which are particular to your group. Please note that it is not a generic Risk Assessment that you can just put your group name on and adopt wholesale without any thought. This would not satisfy the law - and would not be effective in protecting people.

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. One group leaves hall or equipment without cleaning	<p>Group organiser to check when hall is cleaned.</p> <p>Ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, washbasins, door handles, WC seats and locks.</p>	<p>Group organiser to check when hall is cleaned.</p> <p>Ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, washbasins, door handles, WC seats and locks.</p>
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	<p>Advise group they must comply with social distancing as far as possible including while waiting to enter the premises and when using more confined areas (e.g. moving and stowing equipment, which should be kept as brief as possible).</p> <p>Adopt layouts to facilitate this – eg position furniture as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face, and if tables are being used, they should be placed to maintain a distance of at least 2 metres across between people who are face to face (e.g. using a wide U-shape).</p> <p>Organise in ‘support bubbles’ or ‘household groups’ where possible.</p>	<p>Ensure only one user at a time is in the toilets and that there is no queueing in the corridor</p> <p>Take particular care to ensure 2m Social distancing with any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19</p> <p>Ask people to bring their own food and drink?</p> <p>For performances and other events with seated audiences, it is recommended that attendants be provided, who will ask people to seat themselves furthest from the entrance on arrival and to leave closest to the exits first</p> <p>Consider using different exit to create one-way system?.</p>

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Respiratory Hygiene	Transmission to other members of group	<p>Catch It, Bin It, Kill It. Provide tissues and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Encourage group to avoid touching mouth, eyes, and nose.</p>	<p>You may wish to ensure you bring your own tissues and hand sanitiser.</p> <p>If full, empty bins used for cleaning materials into bin outside kitchen at end of hire.</p> <p>Open windows and doors for ventilation when possible and ensure they are closed afterwards</p> <p>Face coverings are advised when working with food or vulnerable people.</p> <p>The priority is that social distancing and good hygiene are maintained.</p>
Hand Cleanliness	Transmission to other members of group and premises	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	<p>Avoid sharing equipment as far as possible</p> <p>Allow time for this at the start and end of each session</p>
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	<p>Keep a register, identify contacts, inform Booking Secretary. Follow hall instructions. Ensure they leave and seek medical attention or move person to safe area.</p>	<p>If unable or unsafe to return home, transfer to Isolation Area located in Green Room then call for medical assistance. Use PPE provided there.</p>

Risk Assessment Template for Hirers



GROUP / ORGANISATION NAME:

ASSESSMENT CARRIED OUT BY

DATE:

All groups, organisations or societies hiring Waterford Village Hall must protect its members from harm. This includes taking reasonable steps not only to protect them, but also other groups which may follow. This is called a COVID-19 risk assessment and it will help us all manage risk and protect people visiting Waterford Village Hall. Every Group is different - you need to think through the hazards and controls required in your Group for yourself - eg in terms of the particular membership, activities, equipment or spaces used. Keep a register of group members' phone numbers and/or email addresses to facilitate contact tracing. Ensure all know why you have the data, keep it secure and erase when no longer needed.

This Template can be used to help ensure the key areas required by Waterford Village Hall Risk Assessment and that Special Conditions of Hire have been covered. Extend on to other pages if needed.

Once completed, the Actions listed in the Risk Assessment will need to be monitored to ensure that what has been put in place is working as expected.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment			
Social Distancing			
Respiratory Hygiene			
Hand Cleanliness			
When someone falls ill with Covid-19			