

COVID-19 RISK ASSESSMENT FOR HIRERS

Our blank Covid-19 Risk Assessment is provided “as is” and without warranty. You may adapt it to your specific hirer needs. We suggest that you print off this document, and make any relevant changes that apply to your own group. If you would like this document sent to you in an editable word format, please contact us.

COVID-19 RISK:	NAME OF HIRER/GROUP?
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What are the hazards?	Risk identified	Actions to take to mitigate risk	Notes	Completed? On-going? Date if applicable
Cleanliness of hall and equipment, especially after other users or periods of hire.	Other hirers (or if cleaned during hire periods by contract cleaner) may not have cleaned surfaces, contact areas, or equipment to standards required. Our own group leaves hall or equipment without cleaning or sanitizing accordingly.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire – Examples: tables, chairs, sinks, toilets, door handles and light switches.	Should we bring our own equipment? We should make sure that someone is appointed to ensure that cleanliness of the hall is maintained for other hirers potentially following on from us.	
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing (or 1 metre if changes are in place)	Advise group they must comply with social distancing as far as possible and use one-way system where practical. Adopt layout advised. Limit numbers using toilets at any one time. Avoid potential cross-over, hand shaking, embracing or hugs.	Minimise where practical use of kitchen facilities. No sharing of food or drink. Do not leave fabric towels, hand towels or kitchen towels in open areas. Allow older people time to use toilets without others present.	

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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 ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin 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.		
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contact information for person concerned. Make sure you have documented who was attending at the time. Inform Secretary, Bookings Secretary and Cleaning Company.		

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