
Dadlington Village Hall Management Committee

COVID19 Risk Assessment for Dadlington Village Hall Hirers

May 17th 2021 – June 21st 2021

This Risk Assessment should be read in conjunction with relevant legislation and guidance issued by National and Local Authorities.

All Actions are based on Government advice (Mandatory)

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Covid 19 transmission	Inappropriate gathering	Current Government guidelines MUST be followed	
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 hall committee when hall is cleaned and to make sure extensively used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles, chairs and tables	Any equipment brought by the hirer must be agreed beforehand, sanitised prior to entry and removed.
Managing Social distancing and limit of groups size to 6 or 2 households Preventing groups from mingling.	People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.	Advise group they must comply with social distancing as far as possible and use one-way system. Kitchen and furniture store are closed and NOT to be used. Max. group size of 6, or 2 households. OR follow relevant advice for the activity/class involved, with a maximum number of 20.	Kitchen is NOT available for use. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.

Respiratory hygiene	Transmission to other members of group	Avoid touching mouth, eyes, and nose. Provide tissues ,dispose into a bin, wash or sanitise hands.	Bring tissues and hand sanitiser. All rubbish in bin bag and remove from Hall. Face coverings must be worn unless exemption 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 DVHMC2015@gmail.com A record of all attendees, including contact numbers, MUST be kept for 21 days after your event	

Hirer Name

Contact Number

Group Name.

Signature.

Date/...../.....