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## Dadlington Village Hall Management Committee

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# COVID19 Risk Assessment for Dadlington Village Hall Hirers

## September 2020

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
<b>Covid 19 transmission</b>	Too many people 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 especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
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.

<p>Hand cleanliness</p>	<p>Transmission to other members of group and premises</p>	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	
<p>Someone falls ill with COVID-19 symptoms</p>	<p>Transmission to other members of group and premises</p>	<p>Follow hall instructions. Move person to safe area, obtain contacts, inform <a href="mailto:DVHMC2015@gmail.com">DVHMC2015@gmail.com</a></p> <p>A record of all attendees, including contact numbers, MUST be kept for 21 days after your event</p>	