

HARTPURY VILLAGE HALL: SAMPLE RISK ASSESSMENT FOR HIRERS

Name of hirer.....Date of hire.....Nature of event.....

Risk identified	Actions to take to mitigate risk	Further issues identified by hirer / group	Notes
Cleanliness of hall and equipment at commencement of hire	Hirer / group to check with Bookings Secretary that cleaning has taken place since last use.		
Cleanliness of hall and equipment during and at end of hire	Hirer / group to clean surfaces as necessary during and at the end of the hire period.		Cleaning required will vary by type of event etc.
Managing social distancing, with particular regard to people who may be vulnerable	Hirers / group advised that they must comply as far as possible with social distancing guidelines, i.e. 2m, or 1m with mitigation measures (facemasks, seating arrangements etc). Male and female toilets limited to two people at any one time.		Arrangements for seating / positioning and entry / exit / flow of people to be agreed in advance where appropriate. Depending on circumstances, further restrictions on toilets may be advisable.
Respiratory hygiene	Catch it Bin it Kill it Bins and cleaning materials provided. Bins to be emptied by hirer after use. Face coverings to be required in accordance with government guidelines.	-	
Hand cleanliness	Hirers / groups advised to use hand sanitiser on entry and exit and to wash hands regularly.		
Someone falls ill with COVID 19 symptoms	Follow hall instructions. Move person to a safe area. Obtain contacts. Inform bookings secretary, who will inform cleaner.		
Any additional risks identified by hirer			