



# GRANGE HALL

## COVID-19 Risk Assessment for HIRERS (to be tailored to individual requirements)

Carried out Hirer / Class:

Date carried out:

**NB: To be reviewed regularly**

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
<b>Cleanliness of Hall and equipment, especially after other hirers</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning	<p>Group to check with hall committee when hall is cleaned (daily notice will appear on the entrance) and to make sure regularly used surfaces are cleaned before, during and after hire, e.g. tables, sinks, door and toilet handles</p> <p><b>AT PRESENT, THE KITCHEN IS CLOSED TO ALL HIRERS.</b></p> <p><b>HOWEVER, TOILETS ARE AVAILABLE – please make sure that social distancing is observed and occupancy is only 1 or 2 at any one time.</b></p> <p>Upholstered chairs are NOT currently in use as it is known that the virus may remain on fabric.</p> <p><b>PLEASE ENSURE THAT ONLY THE PLASTIC FOLD UP CHAIRS ARE USED.</b> It would be advisable if the hirer themselves or a designated person would make all the chairs needed available using gloves to get them out and put them away. Those individuals using the chairs should be encouraged to wipe them down at the end of the session or the hirer themselves should ensure that they are wiped.</p>	Most hirers bring their own equipment. This should be sanitised when bringing into the hall and then again on leaving. If using equipment stored at the hall, then please remember to sanitise it before putting away. <b>Please remember</b> that all portable electrical items should have an up-to-date PAT certificate (this can be arranged for you if required).

<b>Managing social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2m social distancing	Advise group they <b>MUST</b> comply with social distancing as far as possible and use the entrance and exit wisely	Avoid use of kitchen (Closed at present) People should be required to bring their own food and drink and encouraged to take any rubbish away with them. <b>Allow older people extra time to use toilets without others present</b>
<b>Respiratory hygiene</b>	Transmission to other members of group	<b>CATCH IT, BIN IT, KILL IT! Encourage group to avoid touching mouth, eyes and nose. Provide tissues (or ask individuals to bring their own) and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands</b>  <b>Face masks may be worn but are not compulsory due to the nature of the hiring.</b>	Remember to bring tissues and hand sanitiser / encourage everyone to bring their own. Remember to empty any rubbish at the end of the hire into the large bin at the back of the hall
<b>Hand cleanliness</b>	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. Posters to remind people of this are all around the hall.	
<b>TRACK AND TRACE</b>	In case of transmission	<b>HIRERS ARE REQUIRED TO KEEP A LOG OF NAMES AND ADDRESSES OF ALL THOSE ATTENDING FOR A MINIMUM OF 21 DAYS.</b> Although not legally compulsory, we insist on this as it will make track and trace easier should there be a case of Covid-19.	

<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	<b>MOVE PERSON TO SAFE AREA AND FOLLOW HALL INSTRUCTIONS (ATTACHED)</b>	<b>The Committee Room (at the back of the hall by the chair store) is open and is designated as an Isolation Space with a Covid-19 First-Aid Box (see details attached)</b>
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