



Stanton St Quintin Parish Hall

Charity Reg: 1165682

COVID-19 Sample Risk Assessment for Hirer's

This example Risk Assessment is intended as a guide to Hirer's in order that, prior to attendance at the Parish Hall, they can assess any risk there may affect their hire of the hall.

Area of Risk	Risk Identified	Risk Mitigation Actions	Comments
Cleanliness of the hall and equipment, especially after other hires.	Other hirers or hall cleaner have not cleaned hall or equipment to required standard. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when the hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire. E.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing social distancing and limit of groups in accordance with current Government guidance. Taking especial care with those who may be vulnerable.	People do not maintain social distancing within current rules. People attending in groups mix with other groups. The risk being spread of virus to those attending.	Advise all attending they must comply with social distance as far as possible and use a one-way system. Limit numbers using the toilets at any one time.	Avoid use of kitchen – ask people to bring their own food and drink. Ask people to limit numbers using the toilets at once. Allow socially distanced speaking in groups, keeping noise levels and voices low.
Respiratory hygiene	Transmission to or from others.	Ask groups to wear face coverings and avoid handling it too often. Provide tissues, hand sanitiser and bin bags.	Bring additional tissues, sanitiser. Empty bins at end of hire, taking bags away for disposal. Exemption rules apply to wearing of face coverings.
Hand cleanliness	Transmission to others.	Ask group to follow guidance.	
Someone shows COVID symptoms.	Transmission to others.	Follow hall instructions. Move person to safe location, inform hall committee.	Ensure contact details were taken from attendees at the beginning of session.