

MINSTERWORTH VILLAGE HALL
REGISTERED CHARITY No: 255668
SAMPLE COVID 19 RISK ASSESSMENT FOR USERS

This sample document can be used as a guide to help you produce YOUR own COVID-19 risk assessment for use of our hall.

It is intended as a supplement to any ordinary Risk Assessment your Group already has in place. If you are booking caterers or entertainment, you are advised to request their risk assessment documents to aid your planning

[You will find that Minsterworth Village Hall Special Covid 19 Terms & Conditions of Hire which you must sign up to already cover the mitigation of many of these risks. We would advise reading the T & C's in conjunction with completing this risk assessment.](#)

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hirers	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 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 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. Handle 'pinch points'. Limit numbers using toilets, kitchen, stage stairs and BLR bar at once Draw attention to advisory posters around the hall and location of hand sanitizer dispensers	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Designate Disabled Toilets for use by 'at risk' groups?
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall and throughout the event, regularly use of soap and paper towels.	

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Someone falls ill with COVID-19 symptoms during the event	Transmission to other members of group and premises	Follow hall instructions in SC12 Special Terms and Conditions. Move person to safe area, obtain contacts, inform Bookings Clerk on 01452 750492	In the event of Emergency Services being required you are at Minsterworth Village Hall, Main Road (A48), Minsterworth, Gloucester GL2 8JH
Someone falls ill following an event at the Hall	Transmission to other members having attended the event or those hiring the hall afterwards	Inform the Bookings Clerk (as above) Inform all attendees using the list mentioned in SC2 of the Special Terms and Conditions.	

Minsterworth Village Hall

4th September 2020