

COVID-19 Risk Assessment for hirers of Salford Village Hall

This document is intended as a supplement to the Salford Village Hall's ordinary Risk Assessment, for the purpose of supporting hirers use the Salford Village Hall safely within the context of the COVID-19 pandemic.

It is up to the hirer to ensure that the following risks have been assessed for the purposes of their intended activities at the hall; and, if necessary, ask questions and/or raise concerns where advice is unclear or further action is needed.

Please refer to the attached document *Salford Village Hall (SVH): Special Conditions of Hire during COVID-19* for information on how to ensure that the hall and its use are in line with current government guidelines.

| Area of Risk | Risk identified | Actions to take to mitigate risk | Notes |
|---|---|--|--------------|
| 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 regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | |
| Managing social distancing and especially people attending who may be vulnerable | People do not maintain 2m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system. Ensure maximum class size of 12 people. Adopt layout advised. Limit numbers using toilets at once. | |
| Rule of 6 | People mixing in groups of more than 6 | Ensure that attendees mix only within groups of 6, and that these groups remain socially distanced from each other while on the premises. Within these groups people from different households | |

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| | | must remain 2m distance from each other. | |
| 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. Encourage the use of face coverings where no 'reasonable exceptions' apply. | |
| Hand cleanliness | 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. | |
| Someone falls ill with COVID-19 symptoms | Transmission to other members of group and premises | Follow hall instructions. Move person to safe area, obtain contacts, inform booking manager on 07920403068. | |
| Test and Trace | Someone becomes ill following attendance at your event | Keep a record of ALL attendees' names and phone numbers for 21 days and provide that data to NHS Test and Trace if needed. | |
| Limit capacity | More people attempt to attend an event than can be safely accommodated at the hall (12 attendees and 1 instructor for sporting events and 22 people for non-sporting events) | Consider using a booking system to ensure in advance that attendance will be limited to venue capacity. | |