**COVID-19 Risk Assessment for Hirers of All Saints Melbourn Community Hall**

Melbourn Community Hall is following all the Covid safety rules and has supplied hirers with their assessment of the risks associated with using the hall. In turn, hirers are to assess the risks that the activities they are proposing pose. They are to present that risk assessment to the trustees of the hall for their approval. If the hirers have their own risk assessment, they may offer that to the hall trustees; if not they may create their own risk assessment. The template below might help. If this is used the hirers must note their acceptance in the right-hand column. They must also complete the details at the bottom of the form prior to returning it to [bookings@communityhallmelbourn.com](mailto:bookings@communityhallmelbourn.com). The booking will not be confirmed until that has been done.

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| Area of Risk | Risk Identified | Actions to Take to Mitigate Risk | Acceptance of Mitigation Action |
| Cleanliness of Melbourn Community Hall & equipment | Previous hirers or hall cleaner have not cleaned premises or equipment used to the required standard. | Group to make sure that surfaces are cleaned before, during & after hire, e.g., door & toilet handles, sinks, tables, etc.  Will need to bring own equipment and cleaning supplies. |  |
| Maintenance of social distancing | People do not maintain current social distancing rules. | Hirer to ~~a~~ require the group to comply with social distancing rules.  Face Coverings should be used when social distancing is difficult.  Adopt a specified layout in the hall and limit the number of attendees.  Limit the number of people using the toilets at any one time.  Notes:  Kitchen and Committee/ Meeting room are not available.  Allow vulnerable attendees to use toilets individually. |  |
| Respiratory Hygiene | Transmission to other members of group | Encourage group to avoid touching mouth, eyes & nose. Require all to dispose of tissues into ~~a~~ black bin outside then wash or sanitise hands. |  |
| Hand Cleanliness | Transmission to other members of group and premises | Require group to use hand sanitiser on entering & exiting the premises and to wash hands regularly. |  |
| Someone falls ill with COVID-19 | Transmission to other members of group and premises | Get the individual home (or to another safe place) as quickly as possible. Inform [bookings@communityhallmelbourn.com](mailto:bookings@communityhallmelbourn.com). |  |

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| Organisation | Date & Time of hiring | Name of responsible person |
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