

# NETHER STOWEY VILLAGE HALL AND RECREATION GROUND CIO Reg. No. 1176413

COVID-19 Risk Assessment for hirers of Nether Stowey Village Hall.

This Covid Risk Assessment must be supplied to, and approved by the Trustees prior to first booking date.

Name of Group/Organisation/Party .....

Responsible Person(s):.....Signature.....Print Name

The potential mitigations are in three categories:

**RED - actions based on Government advice - should be considered mandatory.**

**ORANGE - Actions that are strongly recommended.**

**GREEN - Actions that you might like to consider.**

Please be prepared to ask for help from the Hall Committee to complete this form. It is intended as a supplement to your group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Hirer's actions/comments
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	<b>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.</b>	Bring own equipment & clean/sanitise after session. Sign to confirm surfaces used have been wiped down after hire.  Take care with fabric items such

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				as curtains & follow instructions for upholstered chairs.
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets.		People to BYO drink Use toilet before attending class (Kitchen is not available for use.) Entry via main door/exit via emergency exit at back of hall. Consider 'placing' participants so they don't cross paths when arriving or leaving.
<b>Respiratory hygiene</b>	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.		Bring tissues and hand sanitiser. Use bin in hall by entrance
<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.		Bring hand sanitiser
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform trustees.		Details on posters inside & outside of hall. Make a note of contact numbers for Trustees.