

Appendix G

COVID-19 Risk Assessment for hirers of Toddington Village Hall

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. Or group leaves hall or equipment without cleaning.	Group to make sure that regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	TVH: Hall Cleaning done at various times of week. Cleaning sanitiser available at entrance. Hire Group can bring in own equipment but it must not be left in the hall.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain appropriate social distancing	Hire Group must comply with social distancing as far as possible and obey posted signs. TVH: Signs will be posted. Hire Group to control numbers and mingling of vulnerable.	TVH: Do not crowd kitchen. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Hire Group to be encouraged to avoid touching mouth, eyes, and nose and that used tissues be placed in bin or disposable rubbish bag, then wash or sanitise hands. TVH: Bin in entrance hall + Posters.	Remember to bring tissues and hand sanitiser. TVH: Hand sanitiser and paper towels provided at entrance.
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.	TVH: Signs and hand sanitiser at entrance. Soap and paper towels in toilets.
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Group leader to remove ill person and inform family to move person to safe area, obtain contacts, inform hall contact.	TVH: See Guidelines. Move to Meeting Room, inform Paul Workman (Chairman) phone 07850 672001.

