

Platt War Memorial Hall

Covid-19 Risk Assessment for Hirers

If the activity taking place is covered by a national governing authority then the hirer must abide by any risk assessment mitigation actions that are required by that authority. This must be done whether the hirer is affiliated to that authority or not. Failure to do so would mean that you are not following government guidelines in the same way as if you attended a large social gathering or other non-allowed activity which in turn affects the Covid 19 security of the whole premises.

Activities that do not have any governing authority or have not produced their own risk assessment must follow the following risk assessment mitigation measures as a minimum requirement.

Area of Risk	Risk Identified	Mitigation Actions	Notes
Cleanliness of hall and equipment, especially after other hires and when you leave.	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. This activity leaves hall or equipment without cleaning.	Hirer to check with hall committee when hall is cleaned. Make sure regularly used surfaces are cleaned before, during and after hire e.g. door handles, light switches, sink taps, tables and chairs	Hall cleaning schedule will be in the foyer. Any tables and chairs that have been used to be cleaned before storing. Cleaning materials supplied by hall or bring your own.
Managing Social Distancing especially people attending who may be vulnerable.	People do not maintain government guidelines.	Advise group they must comply with social distancing as far as possible. Follow maximum attendance numbers advised by Hall Risk Assessment. Single person use of toilets whenever possible.	Ladies to use the single disabled toilet as the normal ladies toilet has been allocated as a Covid 19 isolation area.
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. Minimise use of internal door handles by wedging open on first entry if convenient for proposed activity.	Remember to close all internal doors when leaving.
Provision of refreshments	Transmission to other members of group and premises.	The hall kitchen is not available for use. No group refreshments to be provided.	BYO refreshments may be used but they must not be shared except within a

			single household group.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Dispose of tissues into bin or rubbish bag then wash or sanitise hands. Encourage group to avoid touching mouth, eyes, and nose.	Bring tissues and hand sanitiser in case attendees do not have their own. Remember to empty any bins used into outside wheelie-bin.
Tracing of participants who may have become infected.	Need to be able to contact all possible infected persons.	Hirer to keep an attendance register with contact details of all participants.	Record to be kept for minimum of 21 days.
A participant develops Covid 19 symptoms while at the hall.	Possible transmission to other members of group and premises.	Person must leave immediately and be tested for Covid-19. If needing to await transport the person must wait in the isolation area. Hall management to be informed by the hirer. All possibly contaminated areas to be cleaned as soon as possible.	Isolation area is the ladies toilet.
A participant is tested positive for Covid 19 within 14 days of being in the hall.	Possible transmission to people attending specific and following activities.	Participant must notify the hirer. The hirer to inform the hall management and contact details of participants to be made available.	
Participant payments	Transmission of virus through cash payments by participants.	Whenever possible payments to attend an activity should be made electronically. Any cash payments should be for exact amount to be placed by the participant in a suitable container. Recipient to be careful when handling payments.	Leave for a minimum of 72hrs before handling if possible. Use rubber gloves and/or wash/sanitise hands after handling.

Hirer Declaration.

I confirm that my use of Platt Memorial Hall will follow all necessary mitigation measures required to control the spread of Covid 19 infections.

Name of Activity

Name of Hirer
(Block Letters)

Signature

Date