

**West Down Parish Hall  
COVID-19 Risk Assessment advice for hirers of West Down Parish Hall**

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<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. 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	Can we bring our own equipment?
<b>Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.</b>	People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others.	Avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.
<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.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
<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.	
<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 Bookings Clerk.	