

## COVID-19 Sample Risk Assessment for Hirers of Priory Hall, Much Wenlock

Hirers are responsible for confirming that the activity they are booking for is permitted under current Covid-19 arrangements and will meet all the requirements in terms of numbers, social-distancing and their own and Priory Hall risk assessments. They undertake to organise their activity in accordance with guidance issued by the relevant governing body for their activity, where appropriate. They will also check with their insurers that they are covered to meet (where applicable).

Hirers are responsible for confirming that the Covid-19 safety arrangements in the Hall meet their requirements before they book and before they begin their activity.

Area of Risk	Risk identified	Actions to take to mitigate risk	Priory Hall Notes
<b>Cleanliness of all 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.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before and after hire e.g. tables, chairs sinks, light switches, door and toilet handles.	It is proposed that the hall is cleaned before every hire, but hirers will be responsible for cleaning after the hire. Cleaning materials and a list of items to be cleaned will be provided. Hirers are responsible for checking that the Hall has been cleaned before their session using the and may choose to clean touch points for added confidence Hirers can bring their own equipment but must take full responsibility for cleaning it.
<b>Managing Social distancing and limit of groups size to 6, 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 group and facilitators that they must comply with social distancing as far as possible taking particular care regarding 2m distancing for participants aged 70 or over and those clinically vulnerable. Use one-way system. Adopt layout advised. Use booking system if group size likely to exceed permitted number. Limit numbers using toilets at once. Ask group to bring own food and drink if required. Advise those in groups of the need to avoid mingling with others.	Kitchen will be closed and only open by request for special use. When kitchen is open, hirers should bring and take home their own tea towels. Smaller groups will only have access to single toilet. Where more than one toilet is available, use one-way system and distancing measures, as indicated, and allow people time to use toilets without others present if possible. Hirers must meet the social distancing requirements, including relating to the 'rule of six' and limited mixing / mingling. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.



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<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 and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. The wearing of face masks should be encouraged except where exemptions apply.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into main bin at end of hire. Face masks must be worn (unless exemptions apply).
<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.	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.
<b>Financial transactions</b>	Transmission to other members of group	Conduct transactions electronically or contact free where possible. If cash used, avoid giving change.	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.



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<b>Someone falls ill with COVID- 19 symptoms</b>	Transmission to other members of group and premises	<b>Follow hall instructions. Send others home and obtain contact details from all. If affected person needs to wait for lift, move person to isolation area, inform Bookings Secretary.</b>	<p>Hall instructions and Additional Conditions of Hire give further details.</p> <p>NHS Test and Trace requirements to be met and it is advised that a hard copy of attendees and contact details is kept for three weeks.</p> <p>If First Aid given for non COVID-19 purposes, wear mask and gloves and pay special attention to hygiene.</p> <p>Any group member who develops COVID-19 symptoms after visiting the hall <b>MUST GET A COVID-19 ANTIGEN TEST</b> as soon as possible. <b>Alert NHS Test and Trace</b> and the organiser of the activity they attended, who will then contact the Booking Secretary and Cleaner.</p> <p>You will make sure that everyone likely to attend your activity or event understands that they <b>MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 14 days.</b> If they develop symptoms after visiting the premises, they must seek a COVID-19 antigen test as soon as possible and alert you (as group leader) and others with whom they have been in contact.</p>