**Appendix G**

**Swimbridge Jubilee Hall**

Registered charity no: 300983

**COVID-19 Risk Assessment for hirer of Swimbridge Jubilee Hall**

This document is a guide to help our hirers produce their own COVID-19 risk assessment for use of our hall. Swimbridge Jubilee Hall Committee is prepared to help hirers complete it for the premises. This is a supplement to a group’s ordinary Risk Assessment.

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| --- | --- | --- | --- |
| **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. 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, during and after hire eg, tables, sinks, door and toilet handles.
* Stack used chairs onto chair trolley and leave in main hall for Caretaker to put away. *(Caretaker will move into Main Store Room after 72 hours).*
 | * Can we bring our own equipment?
 |
| **Managing Social distancing and especially people attending who may be vulnerable** | * People do not maintain 2 metre social distancing
 | * Advise group they must comply with social distancing.
* Design a seating layout if required.
* Adopt a one way system if required.
* Limit numbers using toilets at once.
 | * There is no kitchen facilities - ask people to BYO food and drink, cutlery, etc?
* Allow older people time to use toilets without others present.
 |
| **Respiratory hygiene** | * 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 outdoor wheelie bin (behind bus shelter) at end of hire.
 |
| **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.
 |  |
| **Someone falls ill with COVID-19 symptoms** | * Transmission to other members of group and premises
 | * Follow hall instructions. See noticeboard and hall website [www.swimbridgejubileehall,.com](http://www.swimbridgejubileehall,.com). Person to be moved to Green Room and everyone to vacate premises. I will obtain contacts and inform Booking Clerk immediately.
 | * Remember to make sure that everyone likely to attend understands they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVIC-19 antigen test
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ACRE Information Sheet Opening your village hall after lockdown

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