



PINNER and DISTRICT COMMUNITY ASSOCIATION

Sample COVID-19 Risk Assessment for Hirers of Pinner Village Hall

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for using facilities at Pinner Village Hall. It is intended as a supplement to a group's ordinary Risk Assessment (if you have one).

Area of Risk	Risk Identified	Actions to take to mitigate Risk	Notes
Cleanliness of Pinner Village Hall & equipment, especially after each period of hire	Previous hirers, hall cleaner or caretaker have not cleaned premises or equipment used to the required standard. Our group leaves without cleaning the premises or equipment.	Group to check with Pinner Village Hall when the premises is cleaned. Group to make sure that regularly used surfaces are cleaned before, during & after hire, e.g., door & toilet handles, sinks, tables	Can we bring our own equipment?
Managing Social Distancing, especially when people attending may be vulnerable	People do not maintain current social distancing requirements.	Advise our group they must comply with social distancing as far as possible. Suggest use of Face Coverings when social distancing is not possible. Adopt a specified layout in the Hall or Lounge and limit the number of attendees. Limit the number of people using the toilets at any one time.	Should we avoid use of the kitchen? Should we ask people to bring their own refreshments? Allow vulnerable attendees to use toilets individually.
Respiratory Hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes & 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.
Hand Cleanliness	Transmission to other members of group and premises	Advise group to use hand sanitiser on entering & exiting the premises and to wash hands regularly.	
Someone falls ill with COVID-19	Transmission to other members of group and premises	Get the individual home (or to another safe place) as quickly as possible. Inform the Booking Administrator at: bookings@pinnervillagehall.org.uk	