



# WVCA HALL USERS

## COVID-19 RISK ASSESSMENT

(For those without their own COVID-19 Risk Assessment)

This supplementary COVID-19 risk assessment **must be completed by hirers** in addition to the normal Hall Events Risk Assessment and deposited with the Hall Manager (either by post or electronically). To help you, we have completed some sections. Please keep a copy of your completed assessment. You **must** also read the WVCA COVID-19 Supplementary Conditions of hire that list new additional duties.

Area or people at risk	Risk Identified	Actions to mitigate (reduce) risk	Notes
<b>Cleanliness of hall and equipment</b>	Other hirers may not have cleaned the hall, the chairs, tables and toilets to an appropriate standard.	<ul style="list-style-type: none"> <li>• We (the hirer) will clean the touch surfaces of the hall, the chairs, tables and toilets to an appropriate standard BEFORE and AFTER our hire.</li> <li>• On returning home we will consider washing clothes worn during cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• WVCA will provide general cleaning materials but hirers must bring their own PPE should they wish to use it.</li> </ul>
<b>Managing social distancing</b>	People may not keep 2 metres apart and be unaware of the rules of groups of 6 and the requirements not to mingle	<ul style="list-style-type: none"> <li>• Attendees will be reminded of social distancing at all times, including when queuing at the entrance and when leaving the building and the rule limiting individual groups within a room to six and the need to avoid mingling between the groups.</li> <li>• Equipment / chairs will be set out with appropriate distancing</li> <li>• Designated room capacity will be complied with</li> <li>• One-way system will be followed</li> <li>• Measures will be taken to reduce congestion at the toilets</li> <li>• Measures will be taken to avoid people bunching when exiting onto the footpath at the rear of the hall</li> </ul>	

Area or people at risk	Risk Identified	Actions to mitigate (reduce) risk	Notes
<b>Measures to protect vulnerable members who may be present</b>	Are particularly vulnerable groups (by age or other reasons) present who may be at additional risk?		
<b>Respiratory hygiene</b>	Transmission of the virus	<ul style="list-style-type: none"> <li>• <b>Attendees reminded of good hygiene measures</b> – Catch it, Bin it, Kill it.</li> <li>• <b>Face coverings will be worn</b> – other than exemptions</li> <li>• <b>Provide tissues</b> and ensure they are correctly / safely disposed of into a disposable rubbish bag.</li> <li>• <b>Encourage regular washing / sanitising of hands</b></li> <li>• <b>Room will be well ventilated</b></li> </ul>	
<b>Hand cleanliness</b>	Transmission of the virus	<ul style="list-style-type: none"> <li>• <b>Encourage regular washing / sanitising of hands</b></li> <li>• <b>Use soap and water in the toilets OR sanitiser in the room</b></li> </ul>	
<b>Action to take if somebody falls ill with COVID-19 symptoms</b>	Transmission of virus to the group and others	<b>Follow Hall instructions and use accessible toilet</b>	Special instructions are affixed to the inside of the accessible (disabled) toilet door

Add more sheets if needed

Name of Group Completing the Assessment:

Name of Person Completing the Assessment

Signature

Date

Received by Hall Manager (recorded / filed)

Date