



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 |
|--|--|--|--|
| Cleanliness of hall and equipment | Other hirers may not have cleaned the hall, the chairs, tables and toilets to an appropriate standard. | <ul style="list-style-type: none"> • 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. • On returning home we will consider washing clothes worn during cleaning. | <ul style="list-style-type: none"> • WVCA will provide general cleaning materials but hirers must bring their own PPE should they wish to use it. |
| Managing social distancing | 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"> • 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 <u>individual groups</u> within a room to six and the need to avoid mingling between the groups. • Equipment / chairs will be set out with appropriate distancing • Designated room capacity will be complied with • One-way system will be followed • Measures will be taken to reduce congestion at the toilets • Measures will be taken to avoid people bunching when exiting onto the footpath at the rear of the hall | |

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