

### ***The Leigh and Bransford Hall COVID-19 Risk Assessment for Hirers***

This template document should be used as a guide to help you produce your own COVID-19 risk assessment. It is designed to prompt you to check the major areas of risk before you use the building and **should be used in conjunction with our additional Covid-19 T&Cs.**

<b>Area of Risk</b>	<b>Risk Identified</b>	<b>Actions to Mitigate Risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, before, during and especially after other hires</b>	It could be that certain areas or surfaces are perceived to be not be as clean or bacteria-free as you need them to keep your guests safe during the hire	Using the additional Covid-19 additional T&Cs document follow the requirements at 1c and 1e	Remember to bring your own gloves, mask, cleaning sprays and cloths/ wipes to clean surfaces
<b>Managing Social Distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing or follow current guidance for indoor public gatherings	Advise your guests/group they must comply with social distancing as far as possible and use one-way system. Adopt a 'traffic flow' layout. Limit numbers using toilets and kitchen at any one time. See guidance note 1g	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
<b>Respiratory hygiene</b>	Transmission of air-borne or surface bacteria 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 the black bins, then wash and/or sanitise hands. See also guidance note 1f	Remember to bring some of your own tissues and hand sanitiser. Remember to empty any bins used into the external skip.
<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. See also guidance note 1f	Do not use the hot air dryers in the toilets.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain and keep contact details to pass on; inform Booking Secretary. See guidance note 1h	If not in use, the small Bar room next to the kitchen should be used to isolate people in such instances. Hirer's responsibility to pass contact details to relevant authority.