

Combe Reading Room

COVID-19 Risk Assessment for Hirers

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of premises	<p>Other hirers or cleaner have not cleaned premises used to the standard required.</p> <p>Our group leaves hall without cleaning.</p>	<p>Hirer to check with caretaker when premises were cleaned.</p> <p>Make sure surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.</p>	
Managing social distancing and limiting group size as necessary, especially for people attending who may be vulnerable.	<p>People do not maintain sufficient social distancing.</p>	<p>Advise all attending they must observe social distancing as far as possible.</p> <p>Limit numbers using toilets and kitchen.</p>	
Respiratory hygiene	<p>Transmission to or from other members of group.</p>	<p>Consider wearing face coverings.</p> <p>Dispose of paper towels/tissues safely and then wash or sanitise hands.</p>	<p>Advise attendees if face coverings are to be worn.</p> <p>Remember to empty any bins used at end of hire.</p>
Hand cleanliness	<p>Transmission to other members of group and premises</p>	<p>Advise group to use sanitiser on entering and exiting the hall.</p>	<p>Remember to bring hand sanitiser.</p>
Someone falls ill with COVID-19 symptoms	<p>Transmission to other members of group and premises</p>	<p>Move person away from others, obtain contacts, inform cleaner.</p>	