

SAMPLE COVID-19 RISK ASSESSMENT FOR HIRERS OF THE CADBURY HALL

This sample document is a guide to help you produce your own COVID-19 risk assessment for Cadbury Hall. It is in addition it to your normal Risk Assessment. Please add in the space below any other risks which you identify. Please complete and return to FCA.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Infection risk because cleaner or previous hirers have not cleaned hall or equipment used.	1. Check board for when frequently used surfaces were cleaned before hire e.g. tables, sinks, light switches, and door and toilet handles. 2. Clean before use any tables and chairs you need, using the cloths, vinyl gloves, and cleaner provided.	
Managing social distancing, especially people who may be vulnerable	Infection risk because: 1. People do not maintain 2m social distancing. 2. People mingle between groups – it’s against the law.	Ensure group complies with social distancing as far as possible, and uses one-way system. Send people home who do not comply. Limit number using toilets to one at a time.	
Respiratory hygiene	Transmission of Covid-19 to other members of group	Wear a face covering at all times unless exempt. Advise group to avoid touching mouth, eyes, nose. “Catch It, Bin It, Kill It”. Ask all to put tissues into a bin or disposable rubbish bag, then wash or sanitise hands. Maximise fresh air and ventilation.	You do not need to wear a face covering if it would affect your ability to take part in strenuous exercise. Hall to provide hand sanitiser, but it’s sensible to have your own.
Hand cleanliness	Transmission of Covid-19 to other members of group and premises	Use sanitiser on entering and exiting the hall. Wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission of Covid-19. Contact details not available for Test and Trace.	Move person home or move to kitchen. Follow instructions, obtain contacts, inform hall.	Covid-19 first aid kit and Covid-19 action plan available.
Specific requirements of my group	Increased risk from not meeting conditions relating to numbers, vulnerability, activity type etc.		