

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 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.	Transmission of Covid-19 to other attendees because cleaner has not cleaned hall that day.	Check board for when the hall (and frequently used surfaces) were last cleaned.	
People mingling too closely.	Transmission of Covid-19 to other attendees.	Encourage your group to follow government guidance to limit contact with those you do not normally live with, and to use the one-way systems.	
Respiratory hygiene	Transmission of Covid-19 to other attendees.	Maximise fresh air and ventilation. Encourage your group to follow government guidelines to wear a face covering in crowded places unless exempt. "Catch It, Bin It, Kill It". Ask all to put tissues into a bin or disposable rubbish bag, then wash or sanitise hands.	Open doors and windows. Use the main hall fan or heating to circulate fresh air.
Hand cleanliness	Transmission of Covid-19 to other attendees and to the premises	Wash hands or use sanitiser on entering and leaving the hall. Wash hands regularly using soap & paper towels.	Hall to provide hand sanitiser.
Someone falls ill with COVID-19 symptoms	Transmission of Covid-19	Move person home or move to kitchen.	Covid-19 first aid kit and action plan available.
Failure to get the details of attendees	Contact details not for Test and Trace when needed.	Obtain contact details and hold for 21 days.	
Not enforcing the specific requirements of my activity	Transmission of Covid-19 to other attendees and to the premises	Fully understand the specific rules of your activity. Ensure attendees adhere to these rules.	