

BELLINGHAM TOWN HALL

Hirer's - Covid-19 Risk assessment

Bellingham Town Hall volunteer committee are doing their best to keep the hall safe for everyone.

It is the hirer's responsibility to assess the risk set in form in order to keep the hall safe for all users.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission 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 a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues hand sanitiser. Remember to empty any bins used into bin behind the bar at the end of hire.
Hand cleanliness	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.	
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	

HELP KEEP THIS HALL COVID-19 FREE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert the hall booking clerk on 01434 220471 who will then alert the cleaner. You must also alert the organiser of the activity you attended.**
- 3. Maintain 2 METRES social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.**
- 4. Use the hand sanitizer provided on entering the premises. Clean your hands often. Soap and paper towels are provided.**
- 5. Avoid touching your face, nose, or eyes. Clean your hands if you do.**
- 6. “Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.**
- 7. Take turns to use confined spaces such as corridors and toilet areas.**
- 8. Standing or sitting 2 metres from the next person is lower risk than opposite them. Briefly passing another person in a confined space is low risk.**
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**