

COVID-19 RISK ASSESSMENT FOR HIRERS

Based on Appendix G of the Acre guidance.

Area of Risk	Risk identified	Actions to mitigate risk	Notes
Cleanliness of hall and equipment at start of hire	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required.	Check with trustees when hall is cleaned. Ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Cleanliness of hall after use	Our group leaves hall or equipment without cleaning.	Obtain cleaning checklist from trustees. Instruct those attending to help clean before departure.	
Managing social distancing and especially people attending who may be vulnerable	People do not maintain 2-metre social distancing Physical proximity or contact while playing doubles.	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt any layout advised.	

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		Monitor behaviour during session.	
Toilets	People in close proximity in an enclosed space.	Limit numbers using toilets simultaneously Monitor behaviour.	Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Provide tissues: Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Take rubbish home.	Remember to bring tissues and hand sanitiser.
Hand cleanliness	Transmission to other members of group and premises	Require group to use sanitiser on entering and exiting the hall, and to wash hands regularly using soap and paper towels.	
Somebody falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Take person to isolation room and remove from premises as soon as possible. Record details of everybody	

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		attending. Inform trustees.	