

Sample COVID-19 Risk Assessment for hirers

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of the building. It is intended as a supplement to a group's ordinary Risk Assessment.

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.	To make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, chairs, sinks, doors and toilet handles.	Cleaning Spray and Disposable tissues to be provided. Hirers to bring any additional cleaning materials they wish to use with prior agreement from SDSC.
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 where implemented. Limit numbers to ONE person using each toilet area 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.



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.	
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 and hand sanitiser. Remember to empty any bins used at end of hire.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Move person to safe area, obtain contacts, inform cleaner.	
Transmission of COVID-19.	Transmission to other members of group and premises	Hirers will be required to maintain data of everyone that attends their sessions for 21 days.	