

PANT MEMORIAL INSTITUTE - Registered Charity 240435

Pant Memorial Hall, Pant, Oswestry, SY10 9QG



Pant Memorial Hall – Risk Assessment for Hirers

This is a sample document to help you prepare your own Covid-19 risk assessment for use of Pant Memorial Hall. Please adapt and complete, sign and return to the hall secretary before your first event. It is intended as a supplement to your ordinary Risk Assessment, to demonstrate your compliance with safety measures at the hall.

Face coverings are mandatory in community buildings unless government guidance changes.

It is also your responsibility to monitor and comply with legislation/guidance for your specific activity.

Area of Risk	Risk identified	Actions to take to mitigate risk	What will you do to address this?
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Risk of transmission from hirers who use multiple venues.	Group to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. Allow enough time in your schedule. Clean equipment brought from other venues.	
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 throughout site (you may need help to monitor this – lack of sightlines). Layout furniture to encourage distancing. Hold event in main room not side room. Remind that it is one person per toilet suite at a time. Kitchen out of use.	
Respiratory hygiene	Transmission to other members of group	Remind no attendance if symptoms or self isolating/quarantine. Encourage group to avoid touching mouth, eyes, and nose. Bring a bag for all rubbish, and take it away	

		when you leave. Stress to attendees that 'no bin' means 'take litter away'. Do a litter sweep before leaving.	
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser provided on entering and exiting the hall, and to wash hands regularly using soap and hot water.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	See SC4 and SC13 in booking conditions. Move person to side room, obtain contacts, inform hall secretary. End session and ask all to leave and take appropriate testing/self-isolation measures.	
Changes need to activity	Normal way of running your activity does not work with social distancing and other measures	Adapt activity accordingly to make it 'covid-19 safe'	
Test and Trace	Mandatory record keeping	Keep records of all who attend in accordance with SC9 in booking conditions	

Hirer name:		Signed:	
Activity:		Date:	

v2 3/10/2020 – line added regarding test and trace