



Hall Hire Risk Assessment and Method Statement (RAMS)

COVID-19 Risk Assessment for Hirers of External Venues for Classes

These are the basic items to consider. You may have to amend or add to these dependent on the premises you are using

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. Other group leaves hall or equipment without cleaning.	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.	Ensure all tables, chairs, door handles, sinks, toilet handles etc are cleaned with anti bacterial cleaner BEFORE and AFTER each class.
Managing social distancing	People do not maintain social distancing (Check latest Govt Guidelines. Currently between 1 and 2 mtrs depending on circumstances and area)	Advise your group they must comply with social distancing. Use one-way system if implemented. Adopt layout advised or space out tables and chairs to indicate where to go. Limit numbers using toilets at once.	Non compliance of the social distancing rules will mean the parent/child will be asked to leave with immediate effect. Restrict use of toilets to one in one out.
Respiratory hygiene	Transmission to other members of group	Encourage group to avoid touching mouth, eyes, and nose. Masks can be worn if appropriate. Any tissues used bagged and binned immediately. Ensure room is ventilated as much as possible, eg by opening windows.	Remember to bring tissues. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, and/or to wash hands regularly using soap and paper towels.	Premises should provide this but best to carry some supplies.



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Hall numbers	Ability to maintain Social Distancing	Halls may set their own number limits, so you will need to agree this with them. Consider how you will layout the space to ensure social distancing where possible. It is not expected that young children (ie toddlers and pre-schoolers will be able to distance, however the risks of transmission should be reduced by having adequate space, reducing the incidence of equipment being shared and ensuring cleanliness protocols followed.	Consider maximum numbers you will feel comfortable with in the space you have and how you will layout the space. No more than one adult per child.
Use of equipment and resources	Transmission between members of the group	Provide individual equipment/resources where possible and clean prior to next use.	Have a cleaning regime in place for equipment and resources between uses. Ensure all equipment is sterilised using Milton and anti bacterial cleaners.
Covid 19 Secure	Not following basic controls or instructions.	Follow all RAMS and guidance from Halls/Venues. Ensure equipment is cleaned regularly. Provide Sanitiser as necessary.	There is NO requirement to have sat a test or achieved a certificate in Covid control. In all cases common sense prevails. There are free courses you can do if you would like to. Provide details to your customers of how you are keeping your equipment clean etc.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	May need to isolate in which case backup of online/pre-recorded classes could be utilised.

Additional Issues Identified
Action Needed Y/N or N/A

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Action needed

Hazards Noted:	Action taken and when:

Name:	Signature:	Date:
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