

## **Shrivenham Memorial Hall - Viscountess Barrington Trust**

### **Hall Hire & Covid-19 Precautions**

#### **Risk Assessment - Key Hirer**

The Viscountess Barrington Trust has put measures in to place to ensure that hirers, staff and volunteers have all been considered when re-opening the hall. One of these measures is for all key hirers to carry out a regular, condensed Covid-19 risk assessment. This will also act as a strong platform for hirers to voice any concerns they may have regarding procedures carried out by the Trust when dealing with Covid-19, sanitation and social distancing.

Please read the risk assessment carefully and note that you, as the key hirer, have responsibilities when hiring the hall – these will be found in the ‘Mitigation’ sections.

The risk assessment is split into 4 columns:

**Area of Risk** - The subject that we are assessing the risk of, for example – ‘Toilets’

**Risk Identified** - Where we will list any relevant Covid-19 risks, for example – ‘Social Distancing difficult in this area’

**Mitigations** - What we have done/are doing to control and reduce this risk, for example – ‘Social distancing floor markers in place’

**Hirer Satisfaction** - This is the section that you, as the responsible hirer, must fill out. Please circle yes or no to indicate whether you are satisfied with the risks that we have identified and how we have chosen to mitigate them. There is also a space for you to provide any extra comments on that area, which are welcomed.

*Initial Assessment August 2020 - Lewie Hilsdon, Health & Safety Officer – Viscountess Barrington Trust.*

Area of Risk	Risk Identified	Mitigations	Key Hirer Satisfaction
Entrance Lobbies	<p>Social Distancing</p> <p>High traffic surfaces: Door handles, light switches, handrails</p>	<p>Hirers are not to allow any clients/guests to congregate or wait in hallways or lobbies.</p> <p>Entrance doors have been fitted with combination locks, which only key hirers will have the code to. It is then the responsibility of the key hirer to ensure that their clients/guests adhere to social distancing when getting from the entrance to their hired room.</p> <p>Automatic Hand Sanitisers have been fitted at both entrances.</p> <p>All door handles, light switches and handrails are sanitised regularly.</p>	<p><b>YES / NO</b></p> <p><i>Comments:</i></p>
Hireable Rooms / Halls	<p>Social Distancing</p> <p>High traffic surfaces: door handles, light switches, handrails, windows, tables, chairs, curtains, blinds, sound equipment, photos and fixings</p>	<p>Social distancing designed maximum capacities have been put in place in all rooms. It is the key hirer's responsibility to monitor this.</p> <p>All high traffic surfaces are sanitised regularly. It is the key hirers responsibility to ensure that all high traffic surfaces and equipment are sanitised at the end of their booking, particularly chairs, tables, door handles and light switches.</p>	<p><b>(continued on next page)</b></p>

Area of Risk	Risk Identified	Mitigations	Key Hirer Satisfaction
Hireable Rooms / Halls (continued)	High traffic surfaces: (continued)  Skin-contact with floor	70% Alc. Sanitiser spray and cloth will be provided, as well as a 70% Alc. Hand Sanitiser spray.  Floors regularly cleaned and sanitised where appropriate.	<b>YES / NO</b>  <i>Comments:</i>
Toilets	Social Distancing  High traffic surfaces: Door handles, light switches, handrails, toilet seat, flush handle, toilet roll dispenser, taps	Strict one person at a time policy enforced.  All high traffic surfaces are sanitised regularly.	<b>YES / NO</b>  <i>Comments:</i>
Kitchens <b>*due to Covid-19 precautions, kitchens are currently not in use*</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

### **Acknowledgement**

Please sign to acknowledge that you have read, understood and filled out this Risk Assessment, and that you accept your appropriate responsibilities.

**Name:**

**Date:**

**Signed:**

*Hirer Covid-19 Risk Assessment 1.1*