

DATE ASSESSED:

CARRIED OUT BY:

TOWCESTER TOWN COUNCIL - COVID RISK ASSESSMENT FOR HIRERS

As a hirer of the Town Council's facilities, you are required to protect people from harm during your booking. This includes taking all reasonable steps to protect your participants, and others from coronavirus.

You are required to:

- identify what activity or situations might cause transmission of the virus;
- think about who could be at risk;
- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

Venue: _____

Date of Hire: _____

Activity: _____

Who is affected? _____

Facilities to be used: _____

Hazards identified:

- Getting or spreading coronavirus by not washing hands or not washing them adequately.
- Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, kitchens, storerooms, entry/exit points.
- Getting or spreading coronavirus by not cleaning surfaces, tables, chairs, equipment.
- Contracting or spreading the virus by not social distancing.
- Poor ventilation leading to risks of coronavirus spreading.
- Increased risk of infection and complications for vulnerable people.
- Exposure hazards because it isn't possible to get, or wear, normal personal protective equipment (PPE).

Controls the Town Council will put in place:

- NHS Test & Trace QR Code displayed at entrances to all offices, including sublets.
- Poster reminding users to maintain social distance, wear a mask and sanitise hands.
- Hand sanitiser at all entrances. Replenished by caretaker as necessary.
- Water, soap, sanitiser and drying facilities in all kitchens and lavatories. Replenished by caretaker as necessary.
- Information poster on how to wash hands properly displayed in all toilets and washrooms.
- Cleaning of toilets, door handles, handrails, switches & communal areas by caretaker between bookings.
- Refuse wheelie bins (emptied weekly)
- In the event of a local lockdown, all venues will be closed.
- All deposits are non-refundable unless the event is cancelled due to a local lockdown or decontamination procedure.

Controls the hirer will put in place:

- Anyone with coronavirus symptoms should self-isolate and must not attend the venue.
- All hirers must adhere to current government guidelines in relation to Social Distancing, Hygiene and Face Coverings, in place at the time of hire.
- Hirers take the responsibility for keeping details of everyone present at their event or booking for 21 days as part of NHS track and trace.
- All hirers must bring adequate cleaning materials to clean surfaces and equipment used during their hire.
- All hirers must review their first aid requirements and provide their own facilities as required.
- All hirers must remove all their own rubbish after every booking.
- Where possible, windows and doors be left open for additional ventilation.
- Where hirers have the Council's permission to use temporary storage facilities, hirers must only use the space allotted to their group to prevent cross contamination.
- As per the Terms & Conditions of Hire, any damage or spillages must be reported immediately at the end of the booked session.

Additional actions specific to hirer's activity	Who is responsible	When completed

Arrangements if someone develops coronavirus symptoms within 21 days of a booking :

- Hirers must notify the Town Council immediately.
- Hirers must notify anyone who has been in contact with the person affected during the hire.
- The affected person should follow the procedures for NHS Test & Trace.
- In the event of a positive case of coronavirus being linked to a booking, the venue will be closed for decontamination.

Additional actions	Who is responsible	When completed
Decontamination procedure	Caretakers	
Business Continuity Plan	Town Council	

Notes[NHS Test & Trace](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers)

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[HSE guidance on cleaning, hygiene and hand sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm)

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Review date: