**Blindcrake Village Hall**

**Additional Covid risk assessment**

* Hall hirers must conduct their own risk assessment when undertaking activities in the hall.
* Hirers will be responsible for ensuring that those attending your activity comply with Covid secure guidelines while entering and occupying the hall.
* Ensure the organiser has recorded names and contact details of all attendees. The hall displays its own QR poster for those with the NHS app.
* Individuals should NOT enter the hall if they have symptoms of Covid, have had symptoms in the last 7 days, or have been in contact with anyone who has symptoms or confirmed illness within the last 14 days.
* Hirers should notify the Hall booking secretary immediately (within 2 hours) if one of your group falls ill with Covid symptoms
* Whilst the hall will be cleaned on a regular basis, it is not guaranteed to have been cleaned since the last use. You should therefore make sure any surfaces you will use (door handles, light switches, toilet handles, taps etc) have been cleaned before and after use.
* Participants should be asked to use hand sanitiser on entering and exiting the hall. Wash hands regularly and use paper hand towels.
* All used towels and tissues should be disposed of in a rubbish bag and all rubbish placed in the black dustbin.
* Limit the number of people using confined spaces such as corridor and the toilets: no more than one person in at any time
* Keep the hall ventilated during your activity, with doors and windows open as far as convenient. Ensure they are securely closed on leaving.
* Ensure social distancing of at least 2 metres is practised. Position furniture, if being used, so that participants are 2 m apart and not sitting face to face.
* Take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
* Use of the kitchen will not be allowed until further notice.

12 April 2021