

The Village Hall Bishopstone

COVID-19 Secure. Booking Form and Risk Assessment

Booking Form – Currently bookings from within the Parish and regulars only.

(Available as a .docx)

The designated Responsible Person identified below is wholly responsible for compliance with current COVID-19 legislation and the Halls Premises license.

I understand that while I have control of the premises and equipment on the premises, I have the responsibility for managing risks arising from our activities.

Organisation etc.

Nature of Letting?

Date?

**Time
From**

To

Charge £

**Is the event permitted by
legislation?**

Number of attendees?

Risk Assessment Attached?

A booking cannot be confirmed without this document.

**Designated responsible person
(Must be 18+ years of age.)**

Print

Sign

Date



Address

Email

Tel

Payment by Bank transfer:

Account: **Bishopstone Village Hall**

Sort Code: **40-43-35**

Account: **01509322** Reference: 'Date of Event & your initials' e.g. **07092020 PC**

COVID-19 Secure Risk Assessment

Organisation		Reviewed and completed by		Date	
Area of Risk	Risk Identified	Minimum actions taken to mitigate risk	Notes		
COVID risk mitigation	There is no one in charge	The responsible person is identified			
Cleanliness of Hall and equipment especially after other hirers	Other hirers or Hall cleaner have not cleaned, or sanitised Hall or equipment used to standard required. Our group leaves Hall or equipment without cleaning.	We regularly sanitise used surfaces before, during and after hire e.g. tables, chairs, sinks, door & toilet handles.	Sanitising materials and guidance provided by Hall and Gov.uk Hall is cleaned by contract on Monday mornings.		
Managing Social Distancing and vulnerable people.	People do not maintain 2m social distancing. Foyer is potential 'pinch point'	Number of attending ____ Meet & Greet inside hall. One-way system, Observe hall flow system of 2m floor markers. One person at a time in WC's Activity layout plan made? No bar / kitchen	Attach plan?		
Respiratory hygiene	Transmission	Maximise ventilation, windows/doors Cloaks area not used. Face coverings to be worn upon entry.			
Personal Hygiene	Transmission to attendee's and premises	Hand sanitiser on entering. Wash hands regularly using soap and water, paper towels.	Dispensers located at entrance, WC's, Exit.		
NHS Track and trace	Contacts not known	Attendees recorded.	Keep for 21 days		
Someone falls ill with COVID symptoms	Transmission to attendee's and premises	Move person to 'remote area' Record contacts. Sanitise per Gov.uk guidance	Inform 'Hall' which will be closed until result of any test is known		
Waste	Transmission to attendee's and premises	Tie up bags and place into a larger bag 'take home & bin'	Bin liners supplied by Hall		

These are the minimum actions, please attach any further COVID-19 Risks and actions you have identified for your event

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Plan: