

**The following risk assessment to be completed and returned with your booking deposit**

The objective of this document is to consider the risks to Users of the Hall – volunteers, suppliers and hirers – resulting from Covid 19 and to identify actions to be taken by all those parties to mitigate the risks of infection whilst on the Hall premises.

COVID19 Risk	Actions being taken by the hirer	Acknowledge
Hirers acknowledge they are responsible for the cleanliness of the hall and while the previous hirer is responsible for leaving the hall clean it is the incoming Hirers responsibility to ensure the hall is cleaned and surfaces wiped using the sanitising products provided before their guests arrive.	Hirer to acknowledge their responsibilities and or describe alternate mitigations being employed.	
Hirer will ensure that adequate ventilation for the activity being undertaken in the hall, during the event, this may mean leaving sliding doors and windows open to ensure good air flow, particularly where the hall has high occupancy or high energy activity is being undertaken.	Hirer to acknowledge their responsibilities and or describe alternate mitigations being employed.	
Hirer acknowledges that it is their responsibility for maintaining records of who is in attendance during the period of hire if such records are required by the authorities following a reported infection.	Hirer to acknowledge their responsibilities and or describe alternate mitigations being employed.	
Additional Risk assessment item (Where necessary)		
Additional Risk assessment item (Where necessary)		
Additional Risk assessment item (Where necessary)		
Additional Risk assessment item (Where necessary)		
Hirers acknowledge they are responsible for the cleanliness of the hall on leaving and will ensure the hall is cleaned and surfaces wiped using the sanitising products provided before they depart.	Hirer to acknowledge their responsibilities and or describe alternate mitigations being employed.	
I/we confirm that I/we have received & read the above risk assessment and hereby agree to conform to the regulations listed.	<b>Signature of hirer</b>	

Hirer to complete the above table for their event highlighting any additional risks and mitigations in relation to COVID19, acknowledging the pre-completed risk mitigations as a minimum. Thank you.