

EGMANTON VILLAGE HALL

EXAMPLE QUESTIONNAIRE/RISK ASSESSMENT FOR HIRERS

RELATED TO COVID-19

Document Version: October 5th 2020

Introduction

There are legal restrictions on the use of Community Halls, social distancing and other measures to reduce to spread of Covid-19. Egmonton Village Hall has provided its Conditions of Hire related to Covid-19. Hirers must read and agree to these and send back signed agreement that you will conform to the requirements.

You are also required by Law to make a risk assessment for the event you are organising. If you are part of a national association they will have draft documents. There is a generalised draft available from www.acre.org.uk, but the following example for a questionnaire for yourself, which leads to the procedure you will adopt at your event, may be simpler to follow. You must add risks specific to your event.

When you have complete it you are required to send it to us to show that you can safely control your event. We need this as soon as possible, bearing in mind that we will cancel your booking if we are not satisfied that you can control your event in a way that meets Government Regulations and minimizes the risk of spreading Covid 19.

Please return by email or post to the address below.

EXAMPLE QUESTIONNAIRE AND PROCEDURE FOR MINIMIZING RISK OF SPREADING COVID 19	
Question	Procedure to be followed in my event
Do I understand the Conditions of Hire for Egmonton Village Hall?	
Have I returned a signed agreement?	
Is my event one that can legally meet considering the Covid 19 risk level in the area, and the Government Regulations of October 14 th 2020 (3 Tier scheme)	
How will I ensure that no one with Covid 19 symptoms will attend my event?	
How will I ensure no one self isolating will attend	
How will I ensure no one shielding will attend?	
How will I keep secure anyone who is particularly vulnerable?	
What is the attendance limit for my meeting	
Do I have a list of those invited?	

Have I obtained an NHS QR Code for my meeting at Egmonton Village Hall? Do I require Egmonton Hall Trustees to obtain one for me? If not what are the circumstances that justify my use of a paper system for Track and Trace?	
How do I ensure attendees have a face mask?	
How will I maintain the 2 metre social distancing	
Do I have mitigating circumstances for allowing less than 2 meter spacing and increased attendance up to a maximum 30? What are they?	
How do I control that no more than the safe number attends?	
Who will announce to guests the Hall's rules on use of toilets, use of kitchen, one way entrance etc ?	
How will I ensure the Hall's rules are enforced?	
Who will sanitize surfaces before guests arrive?	
Who will sanitize surfaces after quests leave?	
Who will take away waste?	
What is my plan if someone should develop Covid-19 symptoms while at the event?	
What is my plan if someone should develop Covid-19 symptoms within 21 days of my event	
Specific Risk	

Prepared by:

Signature:

Print Name:

Date:

Please return to the Bookings Secretary Dr R Allison

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