

Assessment of risk of hall use to meet Covid-19 guidelines

Bookers are asked to complete this form as part of their booking enquiry.
Regular bookers may be asked to review and update it should substantive changes be made to Scottish Government or their regulating body guidance.
Contact | marybankhall@gmail.co.uk

Booker	
Booking date and time:	
Regular or single use	
Venue:	Fairburn Memorial Hall

Mitigation measures	Yes/No Tick/X	Hall use
I have read and understand the latest Scottish Government rules and guidance and advice and have used it to consider the risks and how to mitigate them to keep the booking activity safe and it follows the relevant rules and guidance.		
<p>I have made clear in the booking form the rooms requested for use.</p> <p>The number due to attend adheres to the capacity of the venue. The expected number of attendees is no more than the guidance below. I realise that this could change if the Scottish Government issue new rules or guidance. (If the need is outside this, please contact to discuss on a case by case basis)</p> <p>Following a 1m social distancing rule the capacities of the rooms are as follows:</p> <ul style="list-style-type: none"> · Main hall up to 30 people · Kitchen up to 2 people <p>Minimal use of the kitchen equipment and crockery only. We will try to arrange to bring refreshments pre-prepared if it is necessary.</p> <ul style="list-style-type: none"> - Storeroom up to 2 people <p>Toilets up to 2 person recommend in the toilets at once. Please wait a safe distance for the toilet to be vacated.</p>		

<p>· life events and large gatherings, the current capacity is around 70 people. (We strongly advise keeping in touch with the booking clerk and monitoring the latest situation.)</p>		
<p>Having identified any equipment needed to the booking clerk, I know that it is my responsibility to it wipe down before and after use with antibacterial spray. This includes any tables and chairs that have been use. I have assessed the general use of equipment is compliant for my group/booking. All touched surfaces after use, including door handles, kettles, fridges, surfaces etc.</p>		
<p>I know I am responsible for the tidying, sweeping the floor and wiping down of surfaces used before and after, using the anti-bacterial sprays provided. All touched surfaces after use, including door handles, kettles, fridges, surfaces etc.</p>		
<p>Personal safety for attendees and others</p> <p>I will help to encourage people to follow the special conditions of use, following the information signage in the hall and follow the latest Scottish Government advice on help protect yourself and others this winter.</p> <ul style="list-style-type: none"> - Not to enter the hall if you or any member of your group is showing any symptoms on COVID-19 - Even if you don't have symptoms take regular lateral flow tests - especially before mixing with other people - get LFD tests - Wear a face mask/covering when moving around (unless permitted not to do so - Keep to a 1m social distance - Hygiene - wash your hands regularly, and cover your nose and mouth if coughing or sneezing 		
<p>Attendees know and will be following any specific guidance relevant to the activity eg. use of equipment, type of contact allowed</p>		
<p>If one of the participants informs me that they have COVID-19 symptoms, test positive or isolating I will contact all those that attended and notify marybankhall@gmail.co.uk as soon as possible.</p>		

Fairburn memorial hall
6 January 2022

Adequate ventilation is available in the hall for the capacity, I will also consider opening the doors and windows to increase air flow.		
I recognise that my booking may need to be cancelled at short notice if a COVID case is reported or if guidance changes.		
I have provided any additional risk assessment required by my governing body to accompany this form		

Signature	
Date:	