

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

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

COVID restrictions in [Scotland](#) are cautiously easing.
Our guidance is interpreted from the [public buildings and services \(including community centres\)](#) and other related guidance eg for [life events](#), [face coverings](#) and [children's organised activities](#).

Whilst there are no limits on the number of people or households you can meet at home and in public places, we ask that hall users remain cautious and ask people using the hall to be sensible in their numbers and to keep a safe distance from people not in your household - the greater the distance the greater the protection.

| 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 my booking activity safe, following the relevant rules and guidance to check if any individual activity restrictions remain in place. | | |
| I have made clear in the booking form the rooms requested for use. I understand the maximum capacity of the venue is currently 90. | | |
| Having identified any equipment needed to the booking clerk, I know that it is my responsibility to 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. | | |

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| <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> | | |
| <p>Weddings, funerals and life events – I understand that I need to follow the guidance for hall, which is in place.</p> <p>Whilst no formal restrictions on numbers, up the venue capacity, on attendance and that no formal physical distancing rules are in place, those attending these events should continue to do all they can to reduce the potential spread of COVID-19 by following all other measures such as complying with the requirement to wear face coverings unless exempt, keeping a safe distance from people not in your household and practicing good hand hygiene, taking lateral flow tests before attending the event and maintaining physical distancing where they can.</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> | | |
| <p>Adequate ventilation is available in the hall for the capacity, I will also consider opening the doors and windows to increase air flow.</p> | | |
| <p>I recognise that my booking may need to be cancelled at short notice if a COVID case is reported or if guidance changes.</p> | | |
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| Signature | |
| Date: | |