

Covid-19 Specific Risk Assessment for the use Hires at Let's Go Manor

Effective Planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. A risk assessment is a careful examination of what could cause harm to people at the venue and this assessment is written for use with the Covid-19 regulations. The risk assessment enables organisers to determine whether they have sufficient precautions in place.

Hirers to determine whether there are sufficient precautions in place, or if more needs to be undertaken themselves to prevent harm being realised.

Covid Officer: (nominated by each hirer)

Activity	Hazard	Probability	Covid Officer/ Hirer of any part of the venue	Action
General Hire of fields and School	Spread/contraction of Covid-19	Low rated due to outside areas and excellent ventilation of the school		
Any hire of all or part of the venue	Persons attending from high risk areas			Should any person suspect they have contracted the Virus, they must not

				attend the venue and follow Gov.uk guidelines. Under no circumstances will exhibitors residing in an area under Very High Risk be admitted to the venue. Exhibitors from these areas should be contacted prior to the hire to remind them not to travel.
Entering, exiting and parking at the venue	Users parking too close to others			Hirer to ensure their groups leave larger gaps between vehicles. Use alternate spaces to aid unloading and loading. Be respectful of other venue users by your group parking in one area of the car park.
Entering and exiting the School	Social distancing not being adhered to			The hirer should ensure that on

			<p>entering and leaving the building everyone in their group wash their hands or use hand sanitiser which the hirer should make available at designated entry and exit points. Everyone must follow social distancing guidance and no loitering to ensure entrance/exit points are kept clear. Any person aged 11 or above will be required to wear a face covering and keep it on at all times, unless covered under a 'reasonable excuse' - such as a health or disability reason to not</p>
--	--	--	--

				wear one. See published Government guidance on wearing face coverings.
				Clear signage used to exhibit the hirers preferred method of entry and exit and walkways divided if necessary
Kitchen & Toilet facilities available to any or multiple hirers at one time	Social distancing not being adhered to		The hirer of the school	Clear signage both inside and outside the school that provides clear direction to social distancing, safe use across multi hirers of both the kitchen and the toilets. IE single occupancy of both facilities at any time, wiping down of any areas touched and wipes safely disposed of and removed

				from both kitchen and toilets.
Use of Fields or outside area behind the school	Social distancing not being adhered to		The hirer of the fields	Face coverings to be used as previously unless in a bubble of 6 or less. If using the school toilets or kitchen, must follow the signage of the school hirer.
Use of the stables/Christmas shop/Charity shop	Social distancing not being adhered to		Any user	Indoor Covid-19 regs apply. Keep a 2 metre distance, wear a face covering, only touch what you intend to buy and wipe anything touched if not purchased.
Track & Trace	The contraction of Covid-19		Any user	The hirer to be able to supply all details of their groups as required either by a form with contact details or by ensuring their groups register the

				QR codes that are placed around the venue.
Cleaning on departure	The contraction of Covid-19		Any user	Use anti-bacterial wipes or spray to clean anything that has been in touched or used and any used products to be removed on departure.

- Examples of signage can be found at www.godogshows.co.uk