**Covid-19 Hirers Risk Assessment Information Sheet**

This information sheet is designed to provide guidance in respect of creating risk assessments as required, whenever hiring any SBC asset.

Company and organisations hiring any SBC asset are being requested to submit a copy of their COVID risk assessment covering the hire of the building / location. The risk assessment must indicate how you plan to manage Covid-19 at this time, for example it must detail how you plan to manage social distancing, capacities, hygiene etc. in accordance with the Government guidance.

For more information on how to conduct a risk assessment please refer to the Health and Safety Executive website: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

When generating a risk assessment, the following factors should be considered:

* The numbers of people involved in the event / at the activity
* The capacity of the venue
* The social distancing measures that will be implemented and how you will manage them. For example how you propose to maintain 2m distance, entry and exits, using one-way system etc.
* How you will keep people in their household bubbles and prevent social interaction outside of these bubbles.
* How you will ensure good hygiene practices are in place and sanitiser is available.
* What activities are being undertaken and how this will occur in line with COVID required measures.
* How will you manage the track and trace requirements.
* How you will manage queue’s or stagger entry times to reduce congestion
* The requirement of attendees to wear face coverings
* How and what you need to communicate with attendees prior to the event / activity e.g. that they are not to attend if they or any of their household show signs of COVID-19. You will also need to inform attendees if they are required to bring their own equipment etc.
* The requirement to keep the premises well ventilated
* Any cleaning requirements before, during and after the activity/ event e.g. toilets, frequently touched items such as door handles etc.

From 4th January 2021 The UK national lockdown was announced.

Organised outdoor sport for disabled people is allowed to continue.

Please continue over leaf.

It is recommended that you refer to specific guidance on the relevant government websites to ensure that you have considered everything as required.

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| Government general guidance | <https://www.gov.uk/guidance/national-lockdown-stay-at-home> |
| Community settings guidance | <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> People must not mingle with anyone outside of their household or support bubble when indoors or outdoors, including public spaces. |
| Providers of grassroots sports and gym\leisure facilities | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>Indoor and outdoor exercise classes and other activity groups are not permitted  |
| Holiday clubs and after school care | <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>Community activities, holiday clubs, breakfast and after-school clubs, tuition and other out-of-school provision for children can operate for [children of critical workers and vulnerable children and young people](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision). |
| Guidance for places of worship | <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>You can attend places of worship for a service during lockdown. However, you must not mingle with anyone outside of your household or support bubble. You should follow the [national guidance on the safe use of places of worship](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist) |
| Youth club | <https://nya.org.uk/reacting-to-covid-19-advice-to-youth-services/>See the RED readiness Framework for permitted activities and guidance  |
| Wedding receptions for up to 15 guests | See [restaurants](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) and [other hospitality industries guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation) for further informationWeddings and civil partnership ceremonies should not take place except in exceptional circumstances, for example where one of those getting married is seriously ill and not expected to recover ('deathbed wedding') or due to undergo debilitating treatment or life-changing surgery. These weddings are limited to 6 people. |
| Indoor performance | [Performing arts guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts).People must not mingle with anyone outside of their household or support bubble when indoors, including public spaces.Indoor performances are not permitted under National Lockdown |
| Early years and youth provision | * [Planning guide for early years and childcare settings](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)
* [Actions for early years and childcare providers during the coronavirus outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)
* [Implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Where activities relate to children between the ages of 5-18, they should follow the [DfE guidance protective measures for out-of-school settings](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak).Youth and Leisure group activities to under 18s and Parent and Child Groups are to close under the National Lockdown |
| Using outdoor spaces | [Guidance for safe use of outdoor public spaces](https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19).In National Lockdown you can exercise or meet in a public outdoor place with people you live with, your support bubble (or as part of a childcare bubble), or with one other person. |

Document Control

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| Version  | Date Change | Changed by | Items |
| 6 | January 2021 | H&S Team | Updated with National Lockdown information  |