**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.

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/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do |
| 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 keep to permitted limits - up to 6 people or 2 households indoors and up to 30 people outdoors. |
| 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  From 29th March  Formally organised outdoor sports – for adults and under 18s - can restart and will not be subject to the gatherings limits, but should be compliant with guidance issued by national governing bodies.  From 12th April 2021:  Indoor gyms can open  All children’s activities including indoor sport can commence  From 17th May 2021  Organised indoor adult group sports and exercise classes will be allowed to open |
| 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).  From 8th March   * Wraparound childcare can reopen and other children’s activities can restart for all children *where it is needed to enable parents to work, attend education, seek medical care or attend a support group.* Only these groups should be catered for. * Vulnerable children can attend these settings regardless of circumstance.   From 29th March  Outdoor parent and toddler groups (upto 15 parents) can occur  From 12th April  Parent and child groups of up to 15 people (not counting children aged under five years old) can restart indoors.  From 17th May 2021  Support groups and parent and child group gathering limits have been increased to 30 people (not including under 5s) |
| 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)  Restrictions on household mixing will remain in place until 21st June |
| 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 | 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)  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 information  From 29th March 21  Weddings will still be able to proceed with 6 attendees only but will no longer be limited to exceptional circumstances.  From 12th April 21  Weddings, reception and commemorative events such as wakes will rise to 15.  From 17th May 21  Weddings, and wakes will be allowed up to 30 people. This will also apply to Christening and bar mitzvahs  There will be no limits on people attending funerals. Numbers will be determined by how many people the venue, such as the relevant place of worship or funeral home, can safely accommodate with social distancing.  From 21st June 21  No legal limits on all life events (Funerals, weddings, christening etc.) |
| 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  From 17th May 21  Indoor performances are permitted |
| 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  From 8th March 21  Early years settings should remain open.  From 29th March 21  Outdoor parent and toddler groups (upto 15 parents) can occur  Children will still only be able to attend indoor childcare or supervised activities where doing so will allow parents or carers to work, seek work, attend education, seek medical attention or attend a support group. Vulnerable children can already attend these settings  From 12th April 21  All children’s activities can commence including indoor sport.  Parent and child groups of up to 15 people (not counting children aged under five years old) can restart indoors.  From 17th May 21  Parent and child group gathering limits can increase to 30 people (not including under 5s). |
| 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.  From 29th March 21  Outdoor gathering of rule of six or 2 households applies.  21st June 2021: subject to review:  No legal limits on social contact |

Document Control

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| Version | Date Change | Changed by | Items |
| 6 | January 2021 | H&S Team | Updated with National Lockdown information |
| 7 | 10 March 2021 | G Watson H&S Advisor | Updated with COVID-19 response Spring 2021 guidance |
| 8 | 16.04.21 | G Watson H&S Advisor | Updated government link |
| 9 | 4.05.21 | G Watson H&S Advisor | Added 3rd May announcement that limits on funeral attendees will be removed |
| 10 | 4.05.21 | G Watson H&S Advisor | Added 17th May added additional easing of lockdown measures. |