

St Bartholomew & All Saints Parochial Church Council

Risk Assessment – Prevention of Spread of Covid-19 – Covid-19 Secure

Premises:	St Bartholomew's Church Hall	Area assessed:	Whole Building
Date of assessment:	04 January 2022	Assessment review due:	01 March 2022
Name of assessor:	Ruth Sexton/Melvyn Blackman	Signature of assessor:	
Who might be harmed?	Hirers; Employees; Volunteers; PCC/Management Committee Members; Visitors; Contractors		

<u>Area of Focus</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>References/Information Source</u>	<u>Action</u>	
				<u>by?</u>	<u>completed</u>
<p>Towards achieving "Covid-19 Secure" Status for St Bartholomew's Church Hall</p>	<ul style="list-style-type: none"> • PCC to prepare a Risk Assessment in accordance with all relevant Government, Public Health England, HSE and Church of England guidance for the purposes of identifying the necessary safety, compliance, management and operational issues • Check to ensure key log is up to date. • All bookings accepted subject to confirmation by hirer that social distancing, appropriate to the nature of the event, can be maintained and that reduced distancing will be minimised and transitory. • Implement a one-way system (to avoid congestion in entrance hall), utilising main entrance for 'In' and fire exit at left-hand end of stage for 'Out' 'Way Out' sign to be displayed adjacent to exit. 	<ul style="list-style-type: none"> • All users and hirers required to act carefully and proportionately to manage the risk to themselves and others arising from their use of the premises. • Users and hirers of the hall have responsibility for managing risks arising from their own activities when they have control of the premises and are required to ensure their activities take place in strict accordance with the guidance for dealing with Covid-19 relevant to their specific activity or sector. • Build awareness of need for good hand washing technique, the need to increase hand washing frequency and other hygiene measures by displaying appropriate notices and posters. • Display self-certification poster at entrance summarising measures being taken to ensure hall is "Covid-19 Secure" 	<ul style="list-style-type: none"> • HM Government "Working safely during coronavirus (COVID-19)" [17/08/2021] • HM Government "Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19" [24/12/2021] • Health & Safety Executive "Managing risks and risk assessment at work" • HM Government "Cleaning in non-healthcare settings outside the home" [19/07/2021] • HM Government "Coronavirus (COVID-19): disposing of waste" [19/07/2021] • HM Government "Face coverings: when to wear one, exemptions, and how to make your own" [09/12/21] • HM Government "Maintaining records of staff, customers and" 		

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<ul style="list-style-type: none"> • <i>To enable adequate social distancing to be maintained, particularly where more vulnerable people may be present, the hirer to determine a suitable capacity for their event, taking into consideration the nature of the activity, all relevant guidance and the appropriate 'Safe Occupancy Figure' for the premises.</i> • <i>To improve ventilation of the premises hirers are encouraged to open windows and non-fire doors but are also responsible for securing them again prior to vacating the building.</i> • <i>Toilets to be kept open and carefully managed to reduce the risk of transmission of Covid-19. Measures required include provision of closed waste bin for each toilet and additional notice for male toilet door to ensure social distancing is maintained.</i> • <i>In the absence of a refuse collection from Church Hall, hirers required to check and empty all waste bins at the end of the session and remove it from the premises</i> • <i>The use of face coverings is now Mandatory unless exempt, when entering/leaving or moving around the premises.</i> • <i>People involved in exercise or as part of a choir may remove masks when exercising/singing. Hirers are</i> 	<ul style="list-style-type: none"> • <i>Hirer/event organiser to be responsible for securing fire exit door at end of session and to leave premises via main entrance door.</i> • <i>All persons to be encouraged sanitise hands on entering and leaving the building. Auto-dispenser, complete with appropriate signage, to be provided adjacent to entrance and exit</i> • <i>First Aid box, complete with appropriate notices and directional signs, to be relocated from kitchen to main hall adjacent to fire alarm point. Box to be equipped with additional Covid-19 items</i> • <i>The hirer/user is required to ensure the flow of groups in and out of the premises is carefully controlled to reduce the risk of congestion.</i> • <i>The hirer to continue to make arrangements to manage people at "pinch points" such as toilets, kitchen and corridor.</i> • <i>Instructors running classes in more than one venue to confirm measures they are taking to avoid transmission from one venue to another.</i> • <i>Where Church Hall cannot arrange cleaning before and after every hire, each hiring group shall clean surfaces their group may use before their users arrive, to clean regularly used surfaces during the hire</i> 	<p><i>visitors to support NHS Test and Trace" [20/08/2021]</i></p> <ul style="list-style-type: none"> • <i>HM Government Guidance "Coronavirus: how to stay safe and help prevent the spread" [08/12/2021]</i> • <i>Action with Communities in Rural England (ACRE) Briefing for village and community halls Covid-19 update 16/12/21.</i> • <i>House of Bishops Covid-19 Recovery Group "Keeping Church Buildings Clean" [version 3 – 02/12/2020]</i> • <i>House of Bishops Covid-19 Recovery Group "Opening and managing church buildings" [Version 2.3 -09/12/21].</i> • <i>House of Bishops Covid-19 Recovery Group "Risk Assessment Template for Opening Church Buildings to the Public" [version 10 – 16/07/2021]</i> • <i>House of Bishops Recovery Group "COVID-19 NHS Test and Trace Data" [version 5 – 16/07/2021]</i> 		
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	<p>required to encourage those attending activities to do so and/or to comply with the relevant guidance for their field of expertise.</p> <ul style="list-style-type: none"> • Children under the age of 11 are exempt from wearing face coverings. 	<p>and to clean them again before they leave.</p> <ul style="list-style-type: none"> • Where hirers are required to clean the premises, additional time should be allowed before and after the period of hire and bookings should be managed accordingly. • All users and hirers encouraged to assist NHS Test and Trace by having a system for maintaining a temporary record of those attending for a period of 21 days and to provide that data to NHS Test and Trace if needed. • An official NHS QR poster and NHS QR code to be displayed at entrance to premises. 		
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Document change record

Date	Version	Change
04 January 2022	3	<p>HM Government “Coronavirus: how to stay safe and help prevent the spread [08/12/21].</p> <p>HM Government: Face coverings: when to wear one, exemptions and how to make your own” [09/12/21].</p>
01 September 2021	2	<p>HM Government’s decision to move to Step 4 of the ‘Roadmap out of Lockdown’ with effect from 19th July 2021. See House of Bishops Covid-19 Recovery Group’s revised guidance:</p> <ul style="list-style-type: none"> • Covid-19 NHS Test & Trace Data, version 5 – 16/07/2021 • Risk Assessment Template for Opening Church Building to the Public, version 10 – 16/07/2021 • Opening and managing church buildings in Step 4 of the Roadmap out of Lockdown, version 1.0 – 19/07/2021 <p>See Also:</p> <ul style="list-style-type: none"> • Action with Communities in Rural England (ACRE) Information Sheet “Reopening Village and Community Halls post COVID-19 closure”, Issue 11, July 2021