

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:	27 August 2020	Assessment review due:	27 September 2020
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 • Notify hall insurers of the intention to re-open the hall and check for any special/additional requirements. • Check to ensure key log is up to date. • Any bookings accepted to be confined to those events/activities where social distancing requirements can be maintained and distancing of less than 2 metres is minimised and transitory • Put in place measures to ensure hall users follow the guidelines 	<ul style="list-style-type: none"> • 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 to good hand washing technique, the need to increase hand washing frequency and other hygiene measures by displaying appropriate signs and posters. • Display self-certification poster at entrance summarising measures being taken to ensure hall is "Covid-19 Secure" • Hirer/event organiser to be responsible for securing fire exit door at end of session and to leave premises via main entrance door. 	<ul style="list-style-type: none"> • HM Government "Guidance for the safe use of multi-purpose community facilities" • HM Government "Working safely during coronavirus" • HM Government "Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19" • Public Health England "Coronavirus (Covid-19): guidance" • HM Government "Staying alert and safe (social distancing)" • Health & Safety Executive "Managing risks and risk assessment at work" • HM Government "Meeting people from outside your household" • HM Government "Cleaning in non-healthcare settings outside the home" • HM Government "disposing of 		

St Bartholomew & All Saints Parochial Church Council

	<p><i>on social distancing, including strict adherence to social distancing. Measures to include appropriate distancing markings on approach steps/ramp and in entrance hall.</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>To enable strict adherence to the 2-metre distancing requirement, the maximum capacity of the hall is 30 persons for any activity. However, the hirer shall determine the actual number to be admitted based on the nature of the activity and the relevant guidance</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>In accordance with government guidance, toilets should 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 door to male toilet to ensure social distancing is maintained.</i> • <i>In the absence of a refuse collection from Church Hall,</i> 	<ul style="list-style-type: none"> • <i>All persons to sanitise hands on entering and leaving the building. Auto-dispenser, complete with appropriate signage, to be provided adjacent to entrance and exit</i> • <i>Kitchen door to be secured closed and hirers advised to bring their own drinks etc.</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 and to introduce a socially distanced queuing system where necessary.</i> • <i>Unless regular testing has continued during the period of closure, the emergency lighting, fire alarm system and fire extinguishers should all be checked prior to re-opening the hall.</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</i> 	<p><i>waste"</i></p> <ul style="list-style-type: none"> • <i>HM Government "Face coverings: when to wear one and how to make your own"</i> • <i>HM Government" safer travel guidance for passengers"</i> • <i>HM Government "Maintaining records of staff, customers and visitors to support NHS Test and Trace"</i> • <i>HM Government "Staying safe outside your home"</i> • <i>HM Government "safer public places – urban centres and green spaces"</i> • <i>HM Government "Guidance for small marriages and civil partnerships"</i> • <i>HM Government "Guidance for the public on the phased return of outdoor sport and recreation in England"</i> • <i>Action with Communities in Rural England (acre) Information Sheet "Re-opening Village and Community Halls post COVID-19 closure"</i> 		
--	---	---	--	--	--

St Bartholomew & All Saints Parochial Church Council

	<p><i>hirers required to check and empty all waste bins at the end of the session and remove it from the premises</i></p> <ul style="list-style-type: none"> • <i>All users are required to wear a face covering on entering the premises and will be required to keep it on unless covered under a 'reasonable excuse'. Face coverings may be removed if users are undertaking exercise or an activity where it would negatively impact on their ability to do so..</i> • <i>Face coverings are not a substitute for social distancing and users should continue to wash hands regularly and maintain social distancing. Face coverings should only be regarded as a risk mitigation where compliance with 2-metre distancing is not viable</i> • <i>Remove curtains between Main Hall and Annexe.</i> 	<p><i>users arrive, to clean regularly used surfaces during the hire and to clean them again before they leave.</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>Consider use of 'Special Conditions of Hire during Covid-19' as a supplement to the hall's normal conditions of hire.</i> • <i>In order to assist NHS Test and Trace, maintain a temporary record of all customers, visitors and staff and make information available if requested.</i> • <i>Subject to there being no "modesty" concerns by users, remove all window curtains.</i> 			
--	---	---	--	--	--