

COVID-19 Risk Assessment for Opening Church Buildings to the Public

This risk assessment using The Church of England's risk assessment template, has been completed to comply with the Church of England & Government legislation on the re-opening of the Church Hall for use by external and Church groups. It deals specifically with those risks, actual and potential, associated with COVID-19.

Church Hall:	Assessor's name:	Date completed:	Review date:
St Matthew's, Stretton	Kath Holbourn	16.9.20	16.10.20

Version Control	Issue date	Issued by
Version 1	26.8.20	R Johnson
Version 2	16.9.20	R. Johnson

This version reflects the government guidance issued on 14th September *Covid-19: Guidance for the safe use of multi-purpose community facilities* and *Coronavirus(COVID-19): Meeting with others safely (social distancing)*. The new requirements do not impact on the use of the Church Hall for educational purposes by Pre-School or Link Club.

Area of Focus / Risk	Controls required	Additional information	Action by whom?	Completed – date and name
Ensuring the Church Hall is ready for use following shutdown/ Infection risk to users of the Church Hall	Ensure deep clean of the Hall environment including tables and chairs	Deep clean arranged to take place prior to September opening	Richard Johnson (RJ)	
	All soft furnishings removed, and extraneous items decluttered. No items to be left out which are not boxed, or bagged & surfaces kept clear to facilitate cleaning	Users who have left items will be contacted to remove items		
	Signage reviewed to ensure one-way system clear		RJ/ Kath Holbourn (KH)	Completed 26.8.20
	Check windows can be securely opened & closed to facilitate ventilation		RJ/KH	Completed 26.8.20

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	Noticeboards to contain only essential information and all notices must be laminated. No posters/artwork which cannot be laminated can be displayed	Regular Users to be contacted & asked to laminate essential information but to remove all non-essential notices & works of art which cannot be laminated	RJ	
	Ensure all rubbish bins are clean; have liners and covers and wherever possible facilitate non-touch use	Additional bins to be purchased	RJ/ Catherine Edwards (CE)	Completed RJ 28.8.20 Delivery 2.9.20
	Check outside areas to ensure only washable toys are available; there is a portable bin available & signage on the gate & entry door to remind users about social distancing	Undertaken – Users will be reminded of the conditions of use of the outside area	RJ/KH	
General Tidiness/Transmission risk to other Users	Each User to ensure that nothing is left at the end of the session – clothes on pegs; bags etc which all must be removed. No staff food can be kept in the fridge at the end of the session, this must be removed No staff mugs can be kept in the Hall – all staff/volunteers must be responsible for their drink throughout the session and remove any cups; mugs; cutlery; plates etc when they leave	User conditions will include all this Contact with key users will explain this	KH RJ	28.8.20 27.8.20
	Cleaning equipment/ Transmission and cross-infection of Hall users	Cleaning equipment specifically designated and marked for use in the toilets; kitchen and Hall and Users clear about cleaning protocols	In place	Completed RJ 26.8.20
Ensure sufficient stocks of hand towels and liquid soap are available in both kitchen & toilet areas		Available – Users will be reminded that they need to supply black bin liners	RJ	

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	Ensure hand sanitiser is available – Hall Users will be expected to provide their own supplies, relevant to their Users and quantities needed	User conditions will include this	KH	
	Ensure cleaning protocols are in place and a cleaning schedule is maintained. Hall Users will be responsible for cleaning after their session has completed using the User protocols	Written User conditions will explain precise cleaning requirements	KH KH	Completed KH 27.8.20
	If a User of the Hall displays symptoms of, or has subsequently tested positive for COVID-19, the Hall must be closed immediately, and the cleaning regime written for this purpose must be followed	Written	KH	Completed KH 27.8.20
Face coverings	Government regulations stipulate that face coverings must be worn by adults (except those engaged in educational activity) on entry to the Church Hall and kept on (unless exempt) until they leave the premises. They “can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so”. (GOV-UK)	This will be added to the User Guide	KH	Completed KH 16.9.20
Hall session times/ Inadequate time is left for cleaning between Users	Session times, particularly for regular users, will need some modification to ensure a maximum 20 (preferably 30) minutes clear of attendees takes place. Cleaning cannot be undertaken whilst children/ Users are still in the Hall.	PCC have agreed the guidelines and the two regular users are looking to flex their session times to comply	Pre-School & Link Group Leaders	
Hall activities/ Inappropriate activities occur in the Hall which increase the risk of transmission both within and between User groups	Adherence to government guidelines are essential and all regular Users will be expected to outline their proposed activities in their Risk Assessment. Physical activity must take place outside to prevent the risk of increased aerosol transmission and reduce the risk to adult staff/volunteers		All Users	

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	<p>Church groups will use the Hall for meetings only where Leaders will be reminded about chair spacing to maintain social distancing and that attendees remain seated in the same space for the duration of the meeting</p> <p>Numbers of attendees at any one time for either a regular session or meeting, need to be clearly stipulated prior to the Hall being used. Government guidance legislates that unless it is an exempted activity, no more than 6 people can meet in the Church Hall at any one time. Regular users such as Pre-School and Link Group need to clearly specify the number of children + adults per session which cannot exceed 15 in total. There must be an ability for all adults to maintain social distancing between themselves and the children</p>	<p>This will be clearly stipulated in the User Guide.</p> <p>As in School, children will not be allowed to be physically active inside the Hall due to space constraints.</p>	KH	Completed KH 16.9.20
Supporting NHS Test & Trace/ Users subsequently deemed COVID-19 positive pose a potential risk to other Users	<p>All Hall Users will be required to maintain a record of every attendee for every session/meeting for a 21-day period to support NHS Test & Trace, should it be required.</p> <p>Each Leader will be expected to follow the Government & Information Commissioner guidelines on how the data is kept; stored and subsequently deleted & be able to demonstrate how this will be undertaken</p>	All Users must demonstrate how they will fulfil this & be able to visibly demonstrate compliance	All Users	
Non-compliance/ Users state they are following the Hall requirements but in practice do not	Risk assessments from regular users must be available to, and agreed by, the PCC prior to the activities recommencing, following closure of the Hall. These must be reviewed half-termly or more	Spot checks will be undertaken	RJ/ Hall Management Committee	

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	<p>frequently if circumstances such as a local lockdown occur. A new risk assessment is required termly. Where Users are found not to be complying with the actions in their or the Hall’s risk assessments, the activity underway will need to cease & a formal review of the User’s use of the Hall will be undertaken. This may result in the use of the Hall being terminated.</p>			
<p>Specific items – kitchen fridge-freezer/ Contaminated items aid transmission and infection of other users</p>	<p>The fridge is owned by a specific user and will not be used by other users unless they have the express permission of the owner. As the Hall Manager the fridge will be PAT tested by the church along with other Hall electrical items. However, staff food/drinks cannot be left between sessions and the responsibility for general cleanliness; a weekly clean inside and management/disposal of food is expected by the owner. No food must be left within the fridge or freezer over a holiday/ lockdown period</p>	<p>Owner to be contacted & responsibilities explained</p>	<p>RJ</p>	