

Risk assessment - St Matthew's Stretton Church Hall

<b>Church:</b> St Matthew's, Stretton	<b>Assessor's name:</b> Kath Holbourn	<b>Date completed:</b> 26.02.22	<b>Review date:</b> Restrictions lifted no further COVID assessments required. General risk assessment termly
<b>Event or service this assessment relates to:</b>		Church Hall Risk Assessment v9	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
<b>Aerosol or droplet transmission of Covid-19</b>	Maintain good ventilation in the Church Hall through natural ventilation by opening windows and doors, as weather permits. Fire doors not to be propped open	Incorporated in the Church Hall User checklist	Users	
	Use outdoor spaces if appropriate and available.			
	Face covers recommended when large groups of unrelated people meet		Users	
	There is one point of entry into the Church Hall, and it is possible to have an alternative exit for large groups, keeping emergency exits available at all times.	All users will be expected to prevent crowding at exits, particularly when children are being picked up.	Lead User	
	For events where the building is likely to be especially busy, or the activity is particularly energetic the participants should be made aware of	Within the Church Hall User Checklist	Lead User	

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	the risks of transmission, whilst COVID rates are high.			
<b>Surface transmission of Covid-19 and General Hygiene</b>	Hand sanitisers should be provided by regular users for their staff/children. Meeting and casual users will be reminded to bring hand sanitiser with them	Within the Church Hall User checklist	Lead User	
	Good hygiene and cleaning of the building is essential. Regular users are expected to comply with the Hall User guidance which explicitly states the cleaning to be undertaken. All Users must clean up after use and are expected to clean all frequently touched surfaces on conclusion of their activity.	Explicit guide within the Church Hall User checklist.  A weekly clean is undertaken by the Hall cleaner	Lead User & monitored by Church Hall Management Committee	
	General tidiness – reducing clutter enables effective cleaning so each User is required to ensure nothing is left in the Hall at the end of their session and allocated cupboard space is not exceeded.		Lead User	
	Noticeboards – only display essential information and all notices must be laminated. Laminated artwork can be displayed		Lead User	
	In the toilet facilities, an adequate supply of soap and disposable hand towels are provided, and a bin for towels is available.		Cleaner to top up	
		Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. All rubbish to be removed after each session		Lead User
	Kitchen fridge-freezer – is owned by a specific User and will not be used by other users without their specific permission. The User is responsible for ensuring weekly cleaning; general cleanliness and		Fridge owner	

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	ensuring the safe management and disposal of foods within it. No foodstuffs are to be left over a holiday/lockdown period.			
	Termly deep clean – the Church Hall will be given a deep clean during each major school holiday		Cleaner	
<b>Contingency planning by regular users of the Church Hall</b>	Regular users are required to have a contingency plan in place to deal with positive cases of COVID-19.		Lead User	
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible, the Church Hall would be closed for 48 hours with no access permitted.	Procedure in place	Vicar	
	If 48-hour closure is not possible then the PCC would follow Public Health England guidance on cleaning in non-healthcare settings.		Richard Johnson	
	If the building has been quarantined for 48 hours, then cleaning would be carried out as per the normal advice on cleaning.	Procedure in place	Cleaner	
<b>Non-compliance by Users</b>	Clear communication with users about requirements necessary for the safety of all. Regular users are subject to unannounced inspections. Where there are concerns, these will be brought to the attention of the user for immediate action. Ongoing concerns may result in access to the Church Hall being denied.		Church Hall Management Committee	