**ACOMB PARISH CHURCH HALL COVID 19 RISK ASSESSMENT FOR REOPENING – June 2021 Version 2**

Important Notes:

1. This COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming. Each new version will have a different number and changes from the previous version will be highlighted.

2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

3. This document is intended for the use of Acomb Parish Church in relation to the Church Hall only.

4. This document has been approved by Acomb PCC and will be shared with all hirers and other users of the building.

| **Area of focus** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
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| Volunteers or Church staff  that are involved in the day to day running of the hall. | Cleaning of all rooms/areas in the building and surfaces which may have been exposed to Covid.  Disposing of rubbish containing cleaning materials and used PPE.  Deep cleaning of premises if a person falls ill with Covid who has been recently on the premises. | Persons who are cleaning provided with PPE i:e aprons and rubber gloves.  Cleaning materials used that are known to kill the coronavirus.(PPS Ltd recommended supplier )  Instruction given on the safe disposal of waste. i:e double bagging and leaving for 72 hours.  PHE guidance followed in the event of a deep clean required.  Signing in/out sheet and hand sanitizer provided. | Staff and volunteers will need to be warned immediately if someone tests Covid positive has been on the premises.  Details of a person’s medical condition must be kept confidential unless the employee/volunteers agrees it can be shared.  Regular cleaning rota to be established, when we know the amount and frequency of Church Hall use.  Set up system for safe storage and eventual disposal of waste.  (possible a nominated person for this) |
| Volunteers or Church staff  that work in the office. | Staff/volunteers who are either over 70 or in any of the other ‘at risk’ categories. | Discuss the situation with any person that falls into this category, to establish if they should be working at the moment and/or if PPE needs to be provided for them. If Government advice is such that these people should not be working, they will be advised not to attend at this time.  Anyone who enters the hall to sign in/out, and use the hand gel provided. | Staff and volunteers will need to be warned immediately if someone tests Covid positive has been on the premises.  Details of a person’s medical condition must be kept confidential unless the employee/volunteers agrees it can be shared. |
| Contractors | Contractors not observing social distancing guidelines. | Contractors to be met by a Church volunteer and if necessary accompanied when working in the hall. Government Covid 19 social distancing guidelines and Church Hall safe working practices to be explained.  Contractors to sign in/out and use the hand gel provided.  Track/trace details to be given to appropriate Church Hall representative. |  |
| Hirers | Hirers not observing social distancing guidelines and Church Hall Covid safe practices. | All hirers to sign up to additional Church Hall Covid safe terms and conditions before a let can go ahead. These will cover entry/exit procedures, hand washing, maximum numbers allowed, social distancing during the letting period.  Group Leaders to give contact details to CH Bookings secretary.  Any group found not to be adhering to the above will be asked to leave and not permitted another booking.  All group leaders to provide Church Hall management with a risk assessment before being allowed to use the hall. |  |
| Entrance Hall/ Lobby | Social distancing not observed in a confined area.  Many touch points, door handles, light switches | Display relevant social distancing information.  Hand sanitizer to be provided at two separate points.  Touch points to be cleaned after each use. | Hand sanitizer checked regularly to ensure enough quantity is available. |
| Main Hall | Social distancing not observed in a confined area.  Many touch points, door handles, light switches, window catches.  Tables, chairs, projection and sound equipment.  Curtains, coat stands and display equipment. | All touch points and other furniture and fittings to be cleaned by Church Hall volunteers after each use or left for 48 hours.  Cushioned chairs not to be used if possible or left for 48 hours between each use.  Coat stand and display equipment taken away.  Groups need to be social distanced according to the prevailing Govt guidelines |  |
| Small meeting room and office | Social distancing more problematical in a smaller space.  Touch points, door handles, window catches, light switches and plugs, desk, computer equipment, photocopier. | Work out maximum numbers in each room to accommodate safely.  Church Office limit to one person at any time.  People using the office to wipe down all computer equipment, photocopier, touch points before leaving. Sign,date and time when this is done.  Hand sanitize on entry. | Cleaning equipment, antibacterial wipes to be provided in the office. |
| Kitchen | Social distancing more problematical in a smaller space.  Touch points, door handles, window catches, light switches and plugs, kitchen equipment. | Work out number of people that can safely be accommodated and communicate to hirers.  Clean after each use or leave for 48 hours.  Hirers to bring their own tea towels and towels, dishcloths.  Encourage hirers to wipe down surfaces and touch points before use. | Provide a box of cleaning materials for hirers use.  Display sheet showing date and time kitchen last cleaned. |
| Boiler room, store cupboards | Touch points, light switches, plugs, door handles.  Social distancing difficulties. | Only to be accessed by Church Hall personnel.  Touch points cleaned after each time accessed. | Antibacterial wipes provided. |
| Toilets | Social distancing difficulties.  Touch points, door handles, light switches, taps.  Baby changing equipment and potties. | Hirer to control access to toilets, one person at a time in the area.  Each person to sanitize hands before entering.  Church Hall personnel to thoroughly clean the area after each let. | Ensure the facility is always well stocked with soap, paper towels/hand driers, tissues, toilet roll, waste bin.  Waste bin to have a disposable liner within it. |
| Stage | Social distancing.  Curtains.  Equipment on stage. | Stage not available for hire during the pandemic.  Stage to be accessed by Church Hall staff only, and touch points cleaned immediately afterwards. |  |
| Car Park and outside area. | Social distancing difficult in car park.  Risk of people congregating in a group outside the Church Hall door.  Waste left lying around which could be contaminated. | Regularly check car park and immediate area for rubbish which could potentially be unsafe. |  |