

ACOMB Parish St Aidan's Church COVID 19 RISK ASSESSMENT FOR REOPENING for community use
- 11.9.20 (JULY 2020 V2)



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 St Aidan's Church.
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
Volunteers or Church staff who 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. Currently this will be the caretaker /cleaner or a designated member of the worshipping congregation. 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 ie 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. ie 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 at the entrance, exit and outside each toilet.	Staff and volunteers will need to be warned immediately if someone tests Covid positive and 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 St Aidan's use. Currently twice a week. Monday and Friday.

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			<p>Now that groups are attending and we cannot close the church for 72 hours we will ensure the cleaner or volunteer cleans the touch spots - door handles, light switches, toilet taps and cistern handle - mops the tiled floor, sweeps the hall floor after every group, and before a group when a different leader enters.</p> <p>Set up system for safe storage and eventual disposal of waste. (possibly a nominated person for this) This person will be the caretaker cleaner.</p> <p>All bin bags emptied by the cleaner using gloves and plastic Placed in a double plastic bag and date and time labelled and placed behind the wooden folding doors.</p>
<p>Volunteers who may welcome people to 'private prayer' This group does not now meet. Replaced with Covid secure Thursday service @ 10.00. Booking only to the appointed church member.</p>	<p>Staff/volunteers who are either over 70 or in any of the other 'at risk</p>	<p>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 Church to sign in/out, and use the hand gel provided.</p>	<p>Staff and volunteers will need to be warned immediately if someone who 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.</p>

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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 Saint Aidan's 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 St Aidans representative.	
Hirers	Hirers not observing social distancing guidelines and Church Hall Covid safe practices.	All hirers to sign up to 2 additional St.Aidans /Acomb Parish Covid - safe terms and conditions and Safeguarding policy before a let can go ahead. These will cover entry/exit procedures, hand washing, alcohol gel and cleaning, by the leader of all touch points before and after their group with antibacterial spray and disposable cloth. Maximum numbers allowed currently x 19 social distancing during the letting period. Group Leaders to give contact details to St Aidan's 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 Church.	

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		<p>Each group leader to 'sign in and out' on the form in the hall way. Each of the leaders will keep a list of each client, dates and times they attend a class for the government Track and Trace.</p>	
Entrance Hall/ Lobby	<p>Social distancing not observed in a confined area. Many touch points, door handles, light switches</p>	<p>Display relevant social distancing information. Hand sanitizer to be provided at entrance, exit and outside toilets. Touch points to be cleaned after each session by using PPS sanitizer and disposable cloth. Said disposable cloth placed into the kitchen bin.</p>	<p>Hand sanitizer checked regularly to ensure enough quantity is available. PPS sanitizer checked regularly to ensure enough quantity available.</p>
Main Hall	<p>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 hooks and display equipment. Clients and worshipers exit and entrance congestion.</p> <p>Droplet contamination.</p>	<p>All touch points and other furniture and fittings to be cleaned by St Aidan's caretaker after each use or left for 72 hours. Currently we have too many bookings at St Aidan's to allow for 72 hours after each booking. Cushioned chairs not to be used if possible or left for 72 hours between each use if folks need to sit down. This applies to Church services.</p> <p>Limit numbers to 19 at any one time seated. 2 metre distance. For exercise classes on mats 2 metre distance. NO loud music, shouting, singing.</p>	

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		<p>Entrance through side open door. Exit through double doors.</p> <p>Ensure entrance and exit doors remain open. Also maybe doors into Millennium garden and rear garden. Face coverings to be used as folks enter the building. Current guidance by the government states that face-covering is not required for under 11's, those undergoing exercise. Everyone else must wear a facemask.</p>	
<p>Stage room</p> <p>Cannot now be used as this is a chair storage area.</p>	<p>Social distancing more problematical in a smaller space. Touch points, door handles, window catches, light switches and plugs,</p>	<p>Work out maximum numbers in each room to accommodate safely. Church Office limit to one person at any time. Seated, 2 meter distance, x4. Please open both doors to increase the ventilation Hand sanitize on entry and exit. Please use toilet closest, ie in the corridor.</p>	<p>Currently this room cannot be used by hirers.</p>

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<p>Kitchen</p> <p>Currently cannot be used by hirers.</p>	<p>Social distancing more problematical in a smaller space.</p> <p>Touch points, door handles, window catches, light switches and plugs, kitchen equipment.</p>	<p>Work out number of people that can safely be accommodated and communicate to hirers. At St Aidan's only x1 person in the kitchen, unless they are from the same household.</p> <p>Clean after each use or leave for 72 hours.</p> <p>Hirers to bring their own tea towels and towels, dishcloths.</p> <p>Encourage hirers to wipe down surfaces and touch points before use.</p>	<p>Currently this room cannot be used by hirers.</p>
<p>Cleaner's area with sweeping brushes etc.</p>	<p>Touch points, light switches, plugs, door handles.</p> <p>Brooms, brushes, hand sweeping pan.</p> <p>Social distancing difficulties.</p>	<p>Only to be accessed by church volunteer, cleaner or hirer.</p> <p>Touch points cleaned after each time accessed.</p> <p>Use disposable gloves before touching cleaning equipment.</p>	<p>Sanitizer and disposable cloths provided and disposable sanitizer cloths in a packet.</p> <p>Disposable gloves provided.</p> <p>Please dispose of all products in the kitchen bin.</p> <p>If the sweeping brush is used the hirer is to wear gloves to sweep and then dispose of the gloves in the toilet bins.</p>
<p>Toilets</p>	<p>Social distancing difficulties.</p> <p>Touch points, door handles, light switches, taps.</p> <p>Baby changing equipment.</p>	<p>Hirer to control access to toilets, one person at a time in the area. Notice on the doors to say only one person at a time.</p> <p>Each person to sanitize hands before entering.</p> <p>St Aidan's cleaner personnel to thoroughly clean the area after each let.</p>	<p>Ensure the facility is always well stocked with soap, paper towels/hand driers, tissues, toilet roll, waste bin.</p> <p>Waste bin to have a disposable liner in it and emptied after each letting.</p>

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Rear garden	<p>Trips, slips and falls.</p> <p>Touch points contaminated with Covid</p> <p>Social distance difficult as only one door, and 1 gate.</p>	<p>Ensure hirer supervisors all the clients.</p> <p>Have a table next to the door with alcohol gel and notices stating the customer rubs their hand on entry and exit.</p> <p>Encourage clients to exit through the metal gate.</p>	<p>Hirer to be informed of this policy, adequate security to prevent someone being locked inside the garden.</p> <p>Also to prevent trespassers.</p>
Car Park and outside area.	<p>Social distancing difficult in car park.</p> <p>Risk of people congregating in a group outside the Church door.</p>	<p>Car park to be limited to 1 car in each lined space.</p> <p>No parking on the grass.</p> <p>Ask for signs to say ‘church and clients only’ to prevent others in the community using valuable spaces.</p> <p>Regularly check car park and immediate area for rubbish which could potentially be unsafe.</p>	<p>New lines painted.</p> <p>Property committee to be asked to put up a sign asking for the carpark to be only for clients and church worshippers.</p> <p>Any rubbish to be cleared up from the carpark and grass area.</p>