

Risk Assessment: Reopening Church Premises for Hire – ‘Covid-19 Secure’



Church Premises Address: St. Vincents RC Church, Tatton Street, Knutsford, WA17 6HR

Risk Assessment Completed By: Stuart Jones, Covid-19 Safety Representative

Hazard : Spread of Covid-19 Coronavirus

Those who may be harmed : Staff & Volunteers; Hirers, Visitors to the Premises; Cleaners; Vulnerable groups i.e. the elderly, pregnant persons, those with existing underlying health conditions; Contractors; anyone else who may come into contact you in relation to the activity.

Activities	Controls that are to be considered and implemented	Give full details of controls currently in place. (all sections <u>must</u> be completed: if not applicable state N/A)	Further actions to be completed (& who by).	Signature & date when completed
Decisions taken to reopen the premises for hire	<ol style="list-style-type: none"> 1. Hirers/Users have been notified of the local guidance to follow and are made aware of the Premises Covid1-9 Secure Risk Assessment 2. Clinically vulnerable persons to minimise contact outside their home 3. Anyone with possible symptoms of Covid-19 to be discouraged from attending premises (sign at entrance) 	<ol style="list-style-type: none"> 1. In place (on web-site) 2. In place 3 Sign to be placed at entrance 	S Jones to produce and install sign by 27 th Aug	S Jones – 17 Aug 2021 for items 1 and 2
Ensuring social distancing when on site UK Government recommends 2 metres within workplace or if not possible 1metre plus mitigation i.e. wearing of face covering	<ol style="list-style-type: none"> 1. Minimise the number of people on site at any one time (Max 30 presently) 2. Flexible arrivals and departures to reduce contact between people 3. More than one entrance/exit is available where possible. 4. Signs in place at entrance and throughout site to remind people of the social distance rule and directions of travel. 5. No shared equipment, such as phones, desks, keyboards, personal equipment 6. Doors & windows open to increase ventilation 	<ol style="list-style-type: none"> 1. Numbers managed through the conditions of hire. Current max is 100. 2. Booking secretary will ensure time gap between bookings 3. There is only one entrance (double doors) – signs to be used to maximise flow 4. Guidance on social distancing signs will be put in place 5. No shared equipment is available 6. Conditions will require doors and windows to be kept open 7. See item 3 	All actions to be completed by S Jones by 27 th Aug	To be done

	7. Avoid gatherings or collisions in corridors or stairwells			
Housekeeping Regular Cleaning by Cleaners or Contract Cleaners and more frequent cleaning of regularly contacted surfaces/equipment by Hirers	<ol style="list-style-type: none"> 1. Undertake initial cleaning of church premises prior to return of Hirers/Users 2. Suitable PPE (disposable aprons, gloves & masks if necessary) is available for those persons cleaning the premises 3. Daily cleaning and disinfecting of premises undertaken; plus more frequent cleaning of regularly touched surfaces i.e. door handles, handrails, light switches, printers/photocopiers phones etc. 4. Staff/Volunteers provided with means to clean equipment throughout the day. 5. WC's maintained clean at all times 6. Additional covered refuse bins provided and these emptied at end of day & stored away from possible animal interference 	<ol style="list-style-type: none"> 1. Will be done by 27th Aug 2. Gloves and masks are available if needed 3. Cleaning will be done weekly or after a booking. Hirers will be asked to clean before and after each use 4. Cleaning equipment is available. 5. Toilets to be cleaned at the same time as the hall 6. Bins are available and will be emptied after each use 	All actions to be completed by S Jones by 27 th Aug	To be done
Personal Hygiene	<ol style="list-style-type: none"> 1. Provision for handwashing (for 20 seconds) and sanitiser in place at entrance/exit and throughout building 2. Paper towels or electric dryer available in WCs 3. Suitable signs available in reception, WCs and throughout building for hand washing and advice to cover mouth/nose if coughing/sneezing and not to touch face 4. Hirers advised not to share equipment: keyboards, phones tools etc. 5. Any signing in at reception is with persons own pen (no shared pens) 	<ol style="list-style-type: none"> 1. Sanitisers are already available 2. Paper towels already available 3. Signs already in place 4. Covered by conditions of hire 5. Sign-in sheets will be the responsibility of the hirer 	No actions needed	S Jones – 17 August 2021
Hirers/Visitors Booking & their booking Systems	<ol style="list-style-type: none"> 1. Existing Hiring Agreement has been reviewed/revised to ensure hirer is 	<ol style="list-style-type: none"> 1. New booking conditions in place on web-site 2. New condition of hire 	No actions needed	S Jones – 17 August 2021

	<p>aware of the premises Covid-19 Secure risk assessment</p> <ol style="list-style-type: none"> 2. Where necessary Hirers have provided evidence of suitable Public Liability Insurance cover 3. Limit the number of visitors at any one time, (up to maximum capacity) 4. Consider an appointment booking system 5. All Hirers to sign in and out of building 6. All visitors advised to sanitise hands before entry and exit of the building 7. Hirers use own pen at reception (no shared pens) 8. No handshakes or physical greetings to be given 	<ol style="list-style-type: none"> 3. New condition of hire 4. Booking system on web-site 5. Hirers expected to manage booking themselves 6. New condition of hire 7. New condition of hire 8. New condition of hire 		
Hirer's Responsibilities and controls	<ol style="list-style-type: none"> 1. Hirers' written arrangements or 'Covid - 19 Secure' risk assessment for their activity has been received by booking secretary and a log of this is maintained 2. Pre-school/school breakfast club have provided additional 'Licence to Occupy Parish Hall' 3. Social distancing (2m or 1m+ with face covering) is in place at all times 4. Additional time has been given for hirer to clean room before activity begins and before handing premises back to premises management. 5. Minimise the length of the meeting to reduce potential transmission of virus 6. Signs of social distancing in place on floor/seats for meetings in the rooms hired 7. Room is suitable ventilated, doors and windows open. 	<ol style="list-style-type: none"> 1. New condition of hire 2. Not applicable 3. Will follow current government guidelines 4. Part of booking secretary role 5. Responsibility of hirer 6. Current government rules for social distancing will be applied – expectation and maximising social distancing are in the conditions of hire 7. Room can be ventilated with open windows and doors 8. We have no meeting rooms 9. There will be no shared equipment 10. In conditions of hire 11. No need to manage access to WCs 12. Meetings will be tracked in the hall diary 	No actions needed	S Jones – 17 August 2021

	<ol style="list-style-type: none"> 8. Hand sanitiser is available in the meeting rooms 9. No sharing of equipment, pens, whiteboards etc. to take place 10.No refreshment to be prepared during the meeting 11.Hirer in control of use of available WC's to maintain social distancing in limited areas 12.A log of meetings attended should be maintained for the purposes of track and trace, giving date and location a list of attendees. 			
<p>Staff/Volunteers/ Hirers/Visitors Welfare</p>	<ol style="list-style-type: none"> 1. No food to be prepared on site, no crockery/utensils to be used 2. People on site encouraged to bring food/drink and not to use kitchen facilities 3. Encourage/practice good hand hygiene 4. Physical assistance only to be given in absolute emergency such as emergency first aid 5. Wash/sanitise hands before and after any personal encounter 6. Report any such physical encounter in the premises Accident Book 7. Encourage any staff/volunteers/Hirers, displaying Covid-19 symptoms, to self-isolate. To follow the NHS advice and, where necessary inform the Parish hall secretary. 	<p>All items covered by conditions of use</p>	<p>No actions needed</p>	<p>S Jones – 17 August 2021</p>
<p>Signature of person responsible for this activity : Date: 17 August, 2021</p>		<p>Print Name: S Jones</p>		

On completion this risk assessment is to be returned, by email, to Diocese Health and Safety Officer for approval (prior to reopening the church premises to third parties/hirers). Diocese Health and Safety Officer, Julie Tinsley email: Julie.Tinsley@dioceseofshrewsbury.org

This risk assessment is to be made available to all Hirers of the church premises, prior to reopening for their return.
An appropriate notice* is to be displayed in your workplace to show that you have followed this guidance.

* HM notice available from the Diocese Health and Safety Office (or attached to this form)

Risk Assessment: Reopening Church Premises for Hire Covid-19 Secure August 2020

Revised May2021.