

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



**Church Premises Address: 5 Burton Road, Little Neston, Neston, Cheshire, CH64 9RF**

**Risk Assessment Completed By: Louise Wilkinson**

**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"> <li>1. Hirers/Users have been notified of the local guidance to follow and are made aware of the Premises Covid1-9 Secure Risk Assessment</li> <li>2. Clinically vulnerable persons to minimise contact outside their home</li> <li>3. Anyone with possible symptoms of Covid-19 to be discouraged from attending premises (sign at entrance)</li> </ol>	<ol style="list-style-type: none"> <li>1. This RA will be available on the parish website and a paper copy given to each group. Each user group will write a risk assessment relevant to their own usage.</li> <li>2. Clinically vulnerable people need to consider their own safety when using the hall eg have they been vaccinated.</li> <li>3. A sign has been placed at the entrance of the hall.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
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"> <li>1. Minimise the number of people on site at any one time</li> <li>2. Flexible arrivals and departures to reduce contact between people</li> <li>3. More than one entrance/exit is available where possible.</li> <li>4. Signs in place at entrance and throughout site to remind people of the social distance rule and directions of travel.</li> <li>5. No shared equipment, such as phones, desks, keyboards, personal equipment</li> </ol>	<ol style="list-style-type: none"> <li>1.The maximum number of people allowed in the hall at one time is 30.</li> <li>2. The leader of each group will consider the arrival and departure of users to reduce contact.</li> <li>3. When possible exit will be via the double doors in churchyard (eg in the daytime &amp; when the ground is not wet).</li> <li>4. Hall users advised to minimise movement around the hall.</li> <li>5.Users advised to bring and use their own equipment if needed.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

	<ul style="list-style-type: none"> <li>6. Doors &amp; windows open to increase ventilation</li> <li>7. Avoid gatherings or collisions in corridors or stairwells</li> </ul>	<ul style="list-style-type: none"> <li>6. Porch door and windows to be left open to provide ventilation.</li> <li>7. Users requested not to congregate in the porch area.</li> </ul>	<ul style="list-style-type: none"> <li>6.</li> <li>7.</li> </ul>	<ul style="list-style-type: none"> <li>6.</li> <li>7.</li> </ul>
<p>Housekeeping</p> <p>Regular Cleaning by Cleaners or Contract Cleaners and more frequent cleaning of regularly contacted surfaces/equipment by Hirers</p>	<ul style="list-style-type: none"> <li>1. Undertake initial cleaning of church premises prior to return of Hirers/Users</li> <li>2. Suitable PPE (disposable aprons, gloves &amp; masks if necessary) is available for those persons cleaning the premises</li> <li>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.</li> <li>4. Staff/Volunteers provided with means to clean equipment throughout the day.</li> <li>5. WC's maintained clean at all times</li> <li>6. Additional covered refuse bins provided and these emptied at end of day &amp; stored away from possible animal interference</li> </ul>	<ul style="list-style-type: none"> <li>1. The hall will be thoroughly cleaned before first use.</li> <li>2. PPE is provided for cleaners.</li> <li>3. Hall will be cleaned before and after use in particular door handles, tables, WC and kitchen area.</li> <li>4. Cleaning equipment is available in the hall.</li> <li>5. WC's to be cleaned before and after use of the hall.</li> <li>6. Covered bins in the hall will be emptied after each use and refuse placed in church bin.</li> </ul>	<ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ul>	<ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ul>
<p>Personal Hygiene</p>	<ul style="list-style-type: none"> <li>1. Provision for handwashing (for 20 seconds) and sanitiser in place at entrance/exit and throughout building</li> <li>2. Paper towels or electric dryer available in WCs</li> <li>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</li> <li>4. Hirers advised not to share equipment: keyboards, phones tools etc.</li> </ul>	<ul style="list-style-type: none"> <li>1. Sanitiser in place in porch, in WC and in kitchen area.</li> <li>2. Electric dryer available in WC.</li> <li>3. Signage is in place throughout building.</li> <li>4. Users are advised to bring and only use their own equipment.</li> </ul>	<ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ul>	<ul style="list-style-type: none"> <li>1</li> <li>2.</li> <li>3.</li> <li>4.</li> </ul>

	5. Any signing in at reception is with persons own pen (no shared pens)	5. The group/event organiser will be responsible for writing down names of users	5.	5.
Hirers/Visitors Booking & their booking Systems	<ol style="list-style-type: none"> <li>1. Existing Hiring Agreement has been reviewed/revised to ensure hirer is aware of the premises Covid-19 Secure risk assessment</li> <li>2. Where necessary Hirers have provided evidence of suitable Public Liability Insurance cover</li> <li>3. Limit the number of visitors at any one time, (up to maximum capacity)</li> <li>4. Consider an appointment booking system</li> <li>5. All Hirers to sign in and out of building</li> <li>6. All visitors advised to sanitise hands before entry and exit of the building</li> <li>7. Hirers use own pen at reception (no shared pens)</li> <li>8. No handshakes or physical greetings to be given</li> </ol>	<ol style="list-style-type: none"> <li>1. The Covid risk assessment is available on the parish website and user groups will be advised to read.</li> <li>2. N/A for parish groups</li> <li>3. The number of users at one time will be 30.</li> <li>4. The hall must be booked via the parish office.</li> <li>5. Name &amp; contact details of each user will be taken at each meeting/event by the event organiser.</li> <li>6. Signs in place and hand sanitiser readily available at entrance.</li> <li>7. Names to be taken by one person.</li> <li>8. Individuals are discouraged from physical greetings.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>
Hirer's Responsibilities and controls	<ol style="list-style-type: none"> <li>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</li> <li>2. Pre-school/school breakfast club have provided additional 'Licence to Occupy Parish Hall'</li> <li>3. Social distancing (2m or 1m+ with face covering) is in place at all times</li> <li>4. Additional time has been given for hirer to clean room before activity begins and before handing premises back to premises management.</li> <li>5. Minimise the length of the meeting to reduce potential transmission of virus</li> </ol>	<ol style="list-style-type: none"> <li>1. A risk assessment will be produced for each group or one off event and a copy filed in the parish office.</li> <li>2. N/A</li> <li>3. Social distancing to be encouraged with signage and face masks to be worn unless eating or drinking.</li> <li>4. The hall will be available for 30 minutes before and after event/meeting time to enable cleaning to take place.</li> <li>5. Groups are encouraged to limit their meeting times.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

	<p>6. Signs of social distancing in place on floor/seats for meetings in the rooms hired</p> <p>7. Room is suitable ventilated, doors and windows open.</p> <p>8. Hand sanitiser is available in the meeting rooms</p> <p>9. No sharing of equipment, pens, whiteboards etc. to take place</p> <p>10. No refreshment to be prepared during the meeting</p> <p>11. Hirer in control of use of available WC's to maintain social distancing in limited areas</p> <p>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>	<p>6. Social distancing signs are in place.</p> <p>7. The porch door and windows around the hall to be open for ventilation.</p> <p>8. Hand sanitiser is available throughout the building.</p> <p>9. Hirers are encouraged to bring and use their own equipment.</p> <p>10. Hirers may use the kitchen for refreshments, with no more than two people in the kitchen area and ensuring that all crockery/cutlery used is washed after use and the surfaces wiped down.</p> <p>11. Users will be asked not to queue outside the WC.</p> <p>12. Each group will submit a list of names and contact details for those attending the event/meeting, which will be kept in the parish office.</p>	<p>6.</p> <p>7</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>	<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>
<p>Staff/Volunteers/ Hirers/Visitors Welfare</p>	<p>1. No food to be prepared on site, no crockery/utensils to be used</p> <p>2. People on site encouraged to bring food/drink and not to use kitchen facilities</p> <p>3. Encourage/practice good hand hygiene</p> <p>4. Physical assistance only to be given in absolute emergency such as emergency first aid</p>	<p>1 &amp; 2. Users may use the kitchen for refreshments, with no more than two people in the kitchen area and ensuring that all crockery/cutlery used is washed after use and the surfaces wiped down.</p> <p>3. Signs in place to remind of good hand hygiene.</p> <p>4. Should physical assistance be required (such as helping a wheelchair user up the ramp), the individual should sanitise their hands and wear a mask.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

	<p>5. Wash/sanitise hands before and after any personal encounter</p> <p>6. Report any such physical encounter in the premises Accident Book</p> <p>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>	<p>5. Those using the kitchen or using equipment which may be touched by others will sanitise hands.</p> <p>6. Should anyone have required emergency assistance in the event of an accident, their details &amp; those of any first aider will be recorded in the accident book</p> <p>7. Signs are in place to request anyone displaying Covid-19 symptoms to follow NHS advice. Should a user experience symptoms after attending an event/meeting at the parish hall, the parish office should be informed.</p>	<p>5.</p> <p>6.</p> <p>7.</p>	<p>5.</p> <p>6.</p> <p>7.</p>
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**Signature of person responsible for this activity :** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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](mailto: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)