

Controls Required to Re-open the Schoolroom Buildings

REV C	Controls 9 & 22 extended to cover the Crown Room and first floor toilets. Control 26 added about first aid kits. Control 15 group size increased to 30.	18/06/2021

To be read in conjunction with the *Church Re-opening Risk Assessment post- Coronavirus Lockdown*. Each organisation using the building must produce a risk assessment for their specific activities.

The controls in the table below address the following risks:

- Transmission of Coronavirus to an individual direct from infected person
- Coronavirus entering the premises and potentially infecting users of the building
- Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)
- Transmission of Coronavirus to an individual via toilet facilities
- Transmission of Coronavirus to an individual via contaminated waste

	Control Measure	Action By	Comments
1	Before building is first opened complete Reoccupation Checklist - see below	Property Manager	
2	No entry to the building is permitted without prior arrangement with The Property Manager or Caretaker. Security locks to be kept on at all other times.	User	
3	Any group using the building must ask attendees not to attend if they are symptomatic or required to self-isolate.	User	
4	Provide a notice outside the schoolroom door asking people not to enter if they have Covid symptoms.	Property Manager	
5	Post QR code on wall opposite main door in lobby	Property Manager	
6	Ask anyone entering the building if they have symptoms	User	
7	Groups to keep a record of attendees for Track & Trace, retain for 21 days then destroy	User	
8	Use hand sanitiser on entry and exit	User	
9	Provide signs in the lobby, toilets, Christ Church Hall, Turret Hall, Crown Room & first floor toilets about social distancing, face masks & hand washing. Provide floor signs on the route to the Crown room including stairs at 2.5 metre centres.	Property Manager	
10	If external temperatures permit open windows and roof windows in Christ Church Hall and windows in Turret Hall and Crown Room for ventilation and close after activity has ended.	User/Caretaker	
11	Anyone 11 or over to wear a face mask inside the building unless they have an exemption	User	
12	Provide signs or safety tape on the approach to the main entrance and along the side passage on the ground at 2.5 metre centres	Property Manager	
13	Groups to provide supervision to control movement in the side passage before and after meetings. People	User	

	must not be allowed to move in both directions at the same time.		
14	Groups to arrange activities to keep 2m separation between households or bubbles	User	
15	In the garden area observe government rule of groups of maximum 30 with at least 2 metres from another group, unless group is subject to other rules e.g. Guides maximum 15.	User	
16	Singing is not permitted indoors	User	
17	Preparation of refreshments is not permitted	User	
18	Any rooms used, to be cleaned before the areas are used again unless there is at least 72 hours between activities	Caretaker	
19	Equipment should not be handled by more than one person or household unless cleaned between uses	User	
20	Provide disinfectant spray and hand sanitiser in toilets	Caretaker	
21	Install traffic light system to display when the female toilets are occupied.	Property Manager	
22	Only one person or household group to use the ground floor toilets or first floor toilets at once.	User	
23	Toilets to be cleaned and any rubbish removed between groups using the premises.	Caretaker	
24	Attendees to take their own rubbish home with them	User	
25	If there has been a known case of Coronavirus all waste to be double bagged prior to disposal and kept for 72 hours before placing in general waste bins	Caretaker	
26	Add masks & gloves to first aid kits	First aiders	