

All Saints Church, Guildford

Activity Risk Assessment for hiring the church hall

Risk assessment for:

Using the church hall during Covid-19 pandemic, following Government and Diocesan guidelines

Brief Description:

Risks concerned with hiring the church hall during the Covid-19 pandemic. This risk assessment to be used in addition to the full risk assessment of the church hall.

Date(s) of activity: August 2020 onwards

Activity Times: Varied

Date risk assessment completed: 1st August 2020

Any relevant information further to the table attached e.g. guidance and procedures followed.

Assessment prepared by: Eve Gunn

Position/ Role: Safeguarding Team member

Date: 1st August 2020

Activity Coordinator / supervisor: Any person hiring the church hall

Signature:

Date:

Risk assessment approved by: Beverly Watson (please sign)

Position/ Role: Incumbent

Date of approval: 7th August 2020

Risk assessment approved by:

Position/ Role: Churchwarden, Carolyn Nicholls

Date of approval: 7th August 2020

Purpose of form:

This document is designed to assess actual and potential risk to participants of non-standard on or off site trips and activities undertaken by, or on the premises of, All Saints Church. The assessment should be undertaken and document completed and approved by the All Saints PCC or its named representative before the activity takes place.

Under no circumstances predate approval. This is an official safeguarding document that will be used in the case of emergencies by All Saints Church to show what actions are planned to minimise risk.

A copy of the risk assessment is to be kept by an appropriate adult on the activity and one copy filed in the risk assessment folder in the office at All Saints Church.

Risk Ratings:

A risk rating of low, medium or high should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

All Saints Church– ACTIVITY RISK ASSESSMENT FORM

Think about: Supervision; behaviour management; health; safety; first aid; emergency contacts; food preparation; parental permissions; travel; venue/environment; cost and financial implications; insurance; legal aspects; impact on All Saints Church reputation.

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
1.	Hiring the church hall	Contamination from Covid-19 virus	High	<ul style="list-style-type: none"> • It is the Hirer’s responsibility to check that their activity is allowed under the current government guidelines. • Anyone entering the church/hall must wear a face mask. The only exception to this is any children under the age of 11. • However, if a group can prove that their particular activity is deemed to be exempt from this rule and can prove this by producing the guidance that they are following, then they will be able to remove their face masks once they have entered the premises. • The Hirer must produce their own Risk Assessment and a link to the Government’s guidelines regarding Covid-19 that their particular group is following. • Ensure hirer has a copy of the Terms and Conditions of Hire including Covid-19 measures • Ensure the hirer has a copy of standard risk assessment for the hall • Hand sanitisers to be positioned at the entrance to the hall and in the kitchen area 	Low	<p>The Hirer</p> <p>The Hirer</p> <p>The Hirer</p> <p>The Hirer</p> <p>Eve Gunn</p> <p>Eve Gunn</p> <p>Carolyn Nicholls</p>

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				<ul style="list-style-type: none"> Disinfectant spray to be available at the entrance and in the kitchen together with paper towels Pedal bins to be in place in the entrance and in the kitchen area Posters reminding everyone of the importance of sanitising, hand washing, social distancing, face touching, sneezing, disposal of used tissues, etc. Posters in toilet area reminding everyone of the one in/one out policy, hand washing and wiping down all surfaces Floor to be wiped with mop and anti-bacterial spray after use All surfaces, door handles, taps, etc to be wiped clean on departure 		Carolyn Nicholls Carolyn Nicholls Trish Tye Trish Tye All All
2.	Topping up of supplies on a weekly basis. (Toilet Rolls, Blue kitchen towel, washing up liquid to be topped up)	Risk of carrying infection into the hall	High	<ul style="list-style-type: none"> All surfaces touched going into and leaving the hall should be wiped with disinfectant. 	Low	Carolyn Nicholls
3.	Check that hall is left in good condition especially wooden flooring, monitoring any maintenance issues on weekly basis	Damage to the floor	medium	<ul style="list-style-type: none"> Visual check when refilling supplies Advise Premises Vision Group if problems arise 	low	Carolyn Nicholls
4.	Responsibility of the Hirer	Risk of spreading infection	high	<ul style="list-style-type: none"> All surfaces, door handles, taps, etc to be wiped clean with anti-bacterial spray before the session starts. All surfaces, door handles, taps, etc to be wiped clean with anti-bacterial spray before you leave the hall after your session. 	Low	The Hirer

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				<ul style="list-style-type: none"> • Control the maximum number of people attending the event with a maximum of 24 in the hall. • Stagger the arrival of attendees to avoid congestion at the entrance of the hall or in the car park • Sanitise hands on entrance and exit • Anyone becoming ill must inform the hirer who will in turn use the Track and Trace system to alert others with whom they have been contact • Keep the premises well ventilated with windows and doors open as far as convenient • Ensure windows are closed on leaving the premises • Ensure everyone attending maintains 2m social distancing while waiting to enter the premises • Ensure that no more than one person use each toilet at one time • Maintain social distancing for any person over 70 years of age particularly going in and out of rooms and ensure they can access toilets, kitchen or other confined areas without others being present. • Position furniture in the hall to facilitate social distancing of 2m between individual people or groups of two households, or 1m with mitigation measures such as: seating side by side, with one empty chair between each person and good ventilation. 		

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				<ul style="list-style-type: none"> • If tables are used, place them to as to maintain a distance of at least 2 metres across the table between people who are face to face • Keep a record of the name and contact details of all those who attend your event for 21 days after the event, provide NHS Track and Trace details if required. • Inform the church administrator if anyone who has attended the hall develops symptoms of Covid-19 • Ensure all crockery and cutlery is washed in hot soapy water, dried and stowed away. • Bring your own tea towels, the church will provide washing up liquid and washing up cloths • You will be responsible for all rubbish created during your hire, please place in the wheelie bins outside the building • Request people to refrain from raising their voices unduly 		
5.	Outbreak of Covid-19	If we are informed of a confirmed case of Covid-19 by NHS Test & Trace, an employee, guest or our local Public Health England Health Protection Team. (PHE HPT)	High	<ul style="list-style-type: none"> • Contact our local PHE HPT for help and advice. Contact details are: PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA Phone: 0344 225 3861 	Low	Office Administrator