



St Luke's Church Hall Hire Risk Assessment

Context: This risk assessment has been undertaken in preparation for hiring the church hall after closure due to Covid-19.

Some notes to consider:

- Only one toilet is available for use by users of the hall
 - The kitchen must not be used by hall users unless permission has been given.

Area/ people at risk	Risk identified	Action to take	Notes
Hirers and Hall Users	1. Users not maintaining social distancing when arriving / leaving hall 2. Build up of people in entrance 3. Arriving with symptoms/ contamination 4. Positive Covid-19 test shortly after attending session in hall	1. Signage to remind people to SD 2. Users asked to provide hand sanitizer at all entrances/exits 3. Develop protocol for entering and leaving building 4. Register must be taken at each session and you must inform the church immediately if anyone is subsequently diagnosed with Covid-19	
Car Park	1. Gathering in car park before / after sessions making it difficult for next users of the hall to enter	1. Only volunteers/staff are permitted to park in the car park. This should minimize the amount of people gathering before/ after sessions	
Entrance / Exit	1. Gathering of people at entrance	1. Try to move people through the entrance into hall/ outside as quickly as possible	Wheelchair/pushchair access will be maintained at all times
Other rooms in building	1. Meeting room 2. Stage area 3. Kitchen 4. Toilets 5. Church	1. The meeting room must not be used except for the purpose of collecting materials for use during sessions. All surfaces touched must be wiped down after use	Any areas touched must be disinfected at the end of each session

	<p>6. Hallways</p>	<ol style="list-style-type: none">2. No one must enter the stage area without permission3. The kitchen is unavailable at this time and should not be used4. One toilet will be available for use by hall users and must be cleaned at the end of your session5. The church is completely off limits to all hall users at this time6. Except for the hallway directly next to the hall all hallways are out of bounds except for the purpose of collecting items from the meeting room	<p>Toilets must be disinfected</p> <p>All touch surfaces must be cleaned at the end of each session including door handles, windows, light switches, tables, chairs and other equipment used</p>
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