

RISK ASSESSMENT

RISK ASSESSMENT NAME: Covid-19 site re-opening St Matthew's Church House, Chatham Street, Edgeley SK3 9EG

PLANNED RE-OPENING DATE: 12 October 2020

ASSESSORS NAME: Pam Robinson/Mary Mitchell (on behalf of Parish of Edgeley and Cheadle Heath PCC) DATE: 6/10/2020

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
Spread of Covid-19	<p>Staff, committees, volunteers, contractors, hirers and public</p> <p>A communicable disease with potential serious consequences spread by human contact without adequate controls in place</p>	<ul style="list-style-type: none"> Self-isolate if you show symptoms as per government advice Staff/volunteers showing symptoms can be sent for testing Follow government guidelines All to stay updated on government advice Venue to be cleaned thoroughly prior to arrival of first hirer Thorough cleaning by hirers before, during and after their session with particular emphasis on touch point surfaces and any equipment hirers store on site Hand washing facilities in place in toilets and kitchens with reminder signage Hand sanitiser available at entrance point and in each room with reminder signage Social distancing rules in place with reminder signage 	<p>Committee members and Group Leaders will be advised to check Government website for up to date information on coronavirus prevention methods: https://www.gov.uk/coronavirus Link includes information for testing and how to do Track and Trace (see attached)</p> <p>Guidelines on cleaning, rubbish, centre use, fire evacuation, seating arrangements will be displayed</p>	<p>Mary Mitchell</p> <p>Graham Mitchell</p> <p>Pam Robinson/ Mary Mitchell</p> <p>Graham Mitchell</p> <p>Graham Mitchell</p>	Ongoing	

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		<ul style="list-style-type: none"> ● <i>Hirers to ensure social distancing rules being followed</i> ● <i>Hirers to keep a record of attendees for NHS test and trace for 28 days after the hire</i> ● <i>In the event of somebody becoming unwell with suspected Covid-19 symptoms the person should either leave site as soon as practically possible</i> ● <i>Hirers to inform Graham Mitchell somebody has become unwell and additional cleaning carried out</i> ● <i>Rubbish to be bagged up at the end of the session by the hirer and put in the bin in the kitchen NOTE: larger amounts of rubbish to be removed by the hirer</i> ● <i>Seating and desks set up to ensure 2 metre rule is observed, following suggested room layouts provided and adhering to maximum numbers for each room</i> 	<p><i>Note maximum room numbers:</i> <i>St Matthew's Room – 7</i> <i>St Mark's Room – 5</i> <i>St Augustine's Room – 5</i> <i>St Werburgh's Room – 3</i> <i>Hallway – 2 (no limit on number passing through but no more than 2 to congregate)</i> <i>Kitchen - 2</i></p>	<p><i>Graham Mitchell</i></p> <p><i>Graham Mitchell</i></p> <p><i>David Brewster creating room plans</i></p>		
	<p><i>Staff, committees, contractors, hirers and public</i></p>	<ul style="list-style-type: none"> ● <i>Fire evacuations to be completed as normal</i> 	<p><i>Hirers will be issued with guidelines fire evacuation and social distancing (see attached)</i></p>	<p><i>Pam Robinson/</i></p>		

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	<i>Undertaking a fire evacuation</i>	<ul style="list-style-type: none"> • <i>Social distancing to be observed as soon as reasonably practicable including at the assembly point</i> 		<i>Mary Mitchell</i>		
	<i>All users at risk if social distancing guidance is not followed</i>	<ul style="list-style-type: none"> • <i>Hirers who wish to return must submit a RA to St Matthew's PPC (via Mary Mitchell or Pam Robinson)</i> • <i>Appropriate signage displayed throughout the venue</i> • <i>Clear signage to indicate maximum room numbers and clear suggested room layouts on display</i> 	<p><i>Email to be sent to hirers to advise an RA is required (see attached)</i></p> <p><i>All signage for floor markings, hall capacity, kitchen use, social distancing are to be displayed</i></p>	<p><i>Pam Robinson/ Mary Mitchell</i></p> <p><i>Graham Mitchell</i></p> <p><i>David Brewster creating room plans and calculating max numbers</i></p>		
	<i>Use of face coverings</i>	<ul style="list-style-type: none"> • <i>Follow government guidelines</i> • <i>All to stay updated on government advice</i> • <i>Hirers and attendees must wear a face covering until seated unless there is a reasonable excuse for removing it, please note: Children under 11 are exempt</i> 	<p>https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do</p>	<i>Hirer and attendees</i>	<i>On-going</i>	

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

REVIEW DATE	OFFICER REVIEWING

GROUP GUIDELINES AND REQUIREMENTS TO BE ISSUED TO ALL HIRERS INTENDING TO RETURN TO ST MATTHEW'S CHURCH HOUSE

1. Each group leader must ensure they and their attendees meet the government guidelines for preventing the spread of coronavirus. The most up to date information is here: <https://www.gov.uk/coronavirus>
2. Each group leader must submit a risk assessment and have it agreed by the PCC before permission will be granted to use St Matthew's Church House.
3. Capacity – each room will have a maximum number of occupants, which will be clearly stated. This number is inclusive of the group leaders.
4. Kitchen - the kitchen is in use but cleaning protocols are clearly displayed and must be followed.
5. Test and Trace - Each group leader is responsible for and MUST collect a name and contact number for every person attending their group (whilst an address is not required it is recommended this is captured as well). The group leader must retain and store the information for a 28 day period after the session has been held in compliance with GDPR.
6. Cleaning - whilst additional cleaning has been arranged, it is a requirement of all group leaders to clean before attendees arrive AND after. Cleaning includes wiping down ALL touch points including but not limited to entry doors, chairs, tables, light switches, bannister (if using the upper rooms) bathroom taps, soap dispenser, bathroom door handles and locks.
7. Entrance and exit - there is only one door into the House. Therefore, social distancing should be carefully monitored in this area to retain the government guidelines.
8. Rubbish - The bin small waste bins in each room have been left in place but group leaders are responsible for removing the waste bag at the end of their session and placing it in the bin in the kitchen
9. PPE + Hand Sanitiser - there is a hand sanitiser dispenser at the centre in the doorway area before entering the main hall. However, it is recommended that all groups bring their own (or ask attendees to bring). Face masks and gloves are not provided.
10. In the event of a fire normal fire evacuation procedures apply. The assembly point is still the car park. However social distancing should be upheld.