

Risk Assessment for Opening St Catherine’s Church Centre, Heald Green

Version Control

Issue Date	Version Number	Issued by
10/08/2020	1	St Catherine’s Church Standing Committee

THIS IS A PLANNING DOCUMENT ONLY. IT WILL BE UPDATED AND CONTENT MAY CHANGE AS and WHEN GOVERNMENT GUIDANCE ON REOPENING PLACES OF ENTERTAINMENT CHANGES. We will update this document as further information becomes available.

The government requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment. It relates to opening St Catherine’s church centre to members of the public. As well as offering guidance on best-practice, it is also intended to provide hirers of our venues the reassurance we have undertaken the necessary steps to safeguard their welfare from the spread of Covid-19 infection.

Future versions of this document will be produced in the event of further Government guidance.

RISK ASSESSMENT FOR OPENING THE BUILDING TO THE PUBLIC

Church: St. Catherine's Church Centre Heald Green	Date completed: 14/08/2020	Review date: as necessary
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church centre buildings for the public to attend social events.	Points/Exit of entry to the church centre building clearly identified.	Signage to be available.	St Caths Fabric Committee	31 st August 2020
	Lone working policy	User responsibility	Hirer of the room	
	Check for animal waste and general cleanliness.		In house cleaning team	31 st August 2020
	Ensure water systems are flushed through before use.		In house cleaning team	31 st August 2020
	Switch on and check electrical and heating systems if needed.		In house cleaning team	31 st August 2020
	Confirm that all steps (above) for access by members of the public have been carried out before anyone else accesses the building.		St Caths Health and Safety Officer	
	Choose one point of entry into the church centre to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Hirers of the hall to use main foyer doors to enter and exit the building. Guests at their events to use the west door into the hall from outside.		
	Where possible, doors and windows should be opened to improve ventilation.		Hirer of the room	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Hand sanitiser/gloves/wipes available for visitors to use if needed, recognising that some organisations may use their own.		In house cleaning team	31 st August 2020
	Remove soft backed chairs and replace with chairs that can be wiped down.		In house cleaning team	31 st August 2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Standing Committee	
	Floor markings to indicate social distancing in communal areas	Capacity in each room has been determined – user of the hall will need to ensure social distancing is maintained during their event.	For noting	
	Clear signage to indicate areas out of use		Standing Committee	31 st August 2020
	Clear signage to indicate kitchen is closed until further notice		Standing Committee	31 st August 2020
	Seating and tables set up to ensure 2 metre rule is observed	User of the hall to ensure this happens.		
	Cleaning materials available for hirers including wipes will be available, recognising that some users will have their own.		Standing Committee	31 st August 2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Standing Committee	31 st August 2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		In house cleaning team	31 st August 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		In house cleaning team	31 st August 2020
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		In house cleaning team	31 st August 2020
	If the hall and other meeting rooms have been closed for 72 hours between periods of being open, then there is no need for cleaning.		Noted	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Standing Committee	Noted
	Set up a cleaning rota to cover our opening arrangements.		Standing Committee	Noted
	All cleaners have appropriate protective clothing available.		Standing Committee	Noted
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Standing Committee	31 st August 2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Hirer of the room	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Cleaning team to check this has been done.	Daily removal by the user of the room.	
	If possible close the church centre rooms for 72 hours with no access permitted.	To be closed immediately we are informed of infection.	Standing Committee	Noted

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	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.		Standing Committee	Noted
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.		In house cleaning team	N/A
	The rooms to be cleaned thoroughly weekdays prior to arrival of first hirer		In house cleaning team	Noted
	Thorough cleaning by hirers before, during and after their session with emphasis on touch point surfaces and any equipment hirers store on site.		Hirer of the room	
	Hand washing facilities in place in toilets and kitchens with reminder signage.		Standing Committee	31st August 2020
	Social distancing rules in place with reminder signage		Hirer of the room	
	Buildings must be clean and aired <u>before</u> use.	Cleaning materials available. Refuse to be bagged up at the end of the session by the hirer and if possible, put in the large euro bin outside.	In house cleaning team and user of the hall	31st August 2020
Guidance to hirers and	Self-isolate if you show symptoms as per government advice. It is the responsibility of anyone attending the venue to inform the person in charge should they become ill with Covid-19 symptoms.			

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members of the public when accessing the Church Centre.	People showing symptoms should access NHS Track and Trace and inform the hirer of the venue.			
	All to stay updated on government advice.			
	Hand washing facilities in place in toilets and kitchens with reminder signage.			
	Hirers to ensure social distancing rules being followed.			
	Hirers to keep a record of attendees for NHS track and trace for 28 days after the hire.			
	In the event of somebody becoming unwell with suspected Covid-19 symptoms the person should either leave site immediately or go to the designated safe area until they are collected.			