

For Hires: Covid-19 Risk Assessment

Date of assessment: June 2021	Assessed by: Julia Cochrane	Validated by : Stuart Davidson	Review date: On-going (will advise groups on any changes)
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Details of activity:

- Groups coming back to church to use the Ashburnham, Main Church Hall, Balcony & Simpson Room

Groups Hiring the Ashburnham Hall, Simpson Room, Balcony and Main Church Hall or garden

Area	Controls	Action by who?	Completed - date and name
Booking	Groups need to book their sessions via the Head of Estates Julia (julia@stpetersharrow.org). Should the group leader fail to get a confirmation of their booking from Julia because it is too short notice, the group can not meet in the church building.	Julia C	29/06
Entering	Groups will either enter through the main entrance or the garden (if discussed with the Head of Estes before). The times of groups entering and exiting the building will be staggered as much as possible. This will help to prevent unnecessary large gatherings.	Julia C	29/06
Hand sanitiser	There is hand sanitizer in at the Main Entrance of the church as well as most other rooms that are rented out. Everyone is advised to sanitise their hands when entering the church.	Julia C	29/06
Washing Hands	There are sinks with hand soap and disposable hand towels available in the toilets as well as the kitchens. Frequent washing of hands is encouraged.	Julia C	29/06

Air-flow.	Groups are asked to open doors and windows during their meeting if it is appropriate and possible. They must be closed again after the group session.	Julia C	29/06
Toilets (use and cleaning)	Toilets are allowed to be used but only if the touched areas are cleaned by the person afterwards. Disinfectant Spray and paper towels are in the toilets to make this possible and easy. Signs are hung up to remind people of washing their hands and cleaning after themselves. We have a contracted cleaner to clean the toilets once a day (Mon-Sat).	Julia C	29/06
Use of the kitchen	The kitchen is not open for cooking or any other preparation of meals	Julia C	29/06
Locking and unlocking the building.	Our caretaker or a staff member will be opening and locking the building for the groups.	Julia C	29/06
Cleaning, including Frequently touched surfaces e.g. doors	We have a contracted cleaner to wipe down those areas once a day (Mon-Sat). Groups are asked to give frequently touched surfaces a quick wipe with anti-bac before they leave the church. Groups need to bring their own cleaning products but there is one bottle of Anti-bac spray placed in the Ashburnham. IF you are using the Ashburnham after a group has finished and the room has been cleaned we ask for the leader to note this on the sheet hanging on the pinboard by the entrance door.	Julia C	29/06
Evacuation procedures in the case of an emergency.	Every person in the building can find information about exiting the building and an emergency plan on walls in several rooms of the building.	Julia C	29/06
In the case of a Fire	Group leaders have been sent a Fire Safety Pack in order for them to be aware of all provided fire equipment. If this is not the case they are to contact julia@stpetersharrow.org A register of who is in the building needs to be filled out by the group leader for every session.	Julia C	29/06
No-touch surfaces	Making sure signs remind people to use hand sanitiser and touch as little as possible. Signs are put up. Written as well as appropriate symbols.	Julia C	29/06

Social distancing	All group Leaders are asked to follow the Social Distancing rules that apply to them and their group at the time of their meeting. This may include face coverings as well. Only our biggest rooms are available to be rented to avoid too many people in a small space. This needs to be thought through, appropriate actions put into practice and included in their own risk assessment.	Julia C	29/06
Lone working (whilst setting up)	<ul style="list-style-type: none"> - CCTV for the entrance area is on. - Have a fully charged mobile phone with you. - First aid kits need to be provided by the group leader unless they have access to the First aid boxes placed in the upstairs and downstairs kitchens. - Defib code is: 2244✓ 	Julia C	29/06
Track and Trace	<p>It is very important that yourself or any members from your group do not attend our Venue if the person:</p> <ul style="list-style-type: none"> • Has come into close contact with someone diagnosed or displaying symptoms of Covid-19 in the last 14 days. • Has returned from international travel, or been in contact with anyone who has returned from international travel, in the last 14 days unless its an exempt country. • Has been diagnosed or had any symptoms of COVID-19 in the last 14 days. • Is currently shielding <p>Group leaders need to communicate this rule with their group. If anyone who enters the church shows symptoms or gets tested positive within the following two weeks, the group leader is asked to inform Julia Schafer (or Stuart Davidson in case Julia is out of office) and all their group members. Every group should ask attendees for their contact details.</p>	Julia C	29/06
Sharing equipment	Sharing equipment like mats, weights as well as water bottles, flyers or other papers are not permitted to be shared between different households.	Julia C	29/06

Face covering	On entering St. Peter's Church users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'. You can find out more information about this on gov.uk under the 'guidance on wearing face coverings'.	Julia C	29/06
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