



OPENING CHURCH BUILDINGS TO THE PUBLIC

Covid-19 Risk Assessment Checklist for Multi-Purpose Community Facilities

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The church hall can only be opened if, following a COVID-19 risk assessment, it is considered that it can open safely in a 'covid secure' way. For the purposes of this, church halls are covered by the government's guidance for multi-purpose community facilities.

This risk assessment will be updated regularly as required, or when further access to church is allowed for.

- 12/08/20** The church hall currently remains closed. A risk assessment is being prepared to consider whether or not we can re-open from September. Greater Manchester is currently affected by increased local restrictions that must be taken into account.
- 25/08/20** Health and Safety team met online to discuss draft risk assessment. A few amendments made and updated version circulated to the PCC.
- 27/08/20** RA approved by the PCC/
- 07/09/20** Updated to reflect measures put in place.
- 08/09/20** Updated to reflect final measures put in place.

Last updated: 8th September 2020

Review date: 15th September 2020

SECTION 1: Preparation for re-opening

Area or people at risk	Risks	R A G	Controls in place	Further controls needed	Action by who?	Completed – date & name	R A G
All	Poor general cleanliness of building following prolonged closure			Building to be aired before use Check for animal waste and general cleanliness Ensure water systems are flushed through before use Thorough clean to take place – arranged with Projo for beginning of September	KC KC / BM KC KC	07/09/20 23/08/20 07/09/20 02/09/20	
	Problems with electrics / heating systems			Switch on and check electrical and heating systems if needed.	BM	23/08/20	

SECTION 2: Open for public access

Area or people at risk	Risks	R A G	Controls in place	Further controls needed	Action by who?	Completed – date & name	R A G
Contractors and volunteers when cleaning, checking on the building, carrying out maintenance tasks etc	<p>Touching / cleaning surfaces infected by people carrying the virus</p> <p>Disposing of rubbish containing tissues and cleaning cloths</p> <p>Vulnerability of those in government identified categories</p>		<p>Those classified as ‘clinically extremely vulnerable’ not to undertake any cleaning / maintenance duties.</p> <p>Cleaners to clean hall, paying particular attention to surfaces regularly touched, on a weekly basis.</p>	<p>Signs to be displayed instructing people not to enter if they have any symptoms or are needing isolate</p> <p>PPE to be provided (masks, gloves and aprons) for use by volunteers. Contractors to provide their own.</p> <p>Volunteers advised to wash outer clothes after cleaning duties</p> <p>All bins to have liners</p> <p>Appropriate cleaning materials and cloths to be available</p> <p>Discuss situation with those classified as ‘vulnerable’ and risk assess together, in each case, whether it is appropriate for them to carry out these duties</p>	<p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>n/a</p>	<p>07/09/20</p> <p>08/09/20</p> <p>Advised via RA</p> <p>08/09/20</p> <p>08/09/20</p> <p>Those vulnerable need not volunteer for these duties.</p>	

Area or people at risk	Risks	R A G	Controls in place	Further controls needed	Action by who?	Completed – date & name	R A G
Car park / path – all users	<p>2m Physical distancing is not observed as people congregate before entering the premises</p> <p>People drop tissues outside</p>	R	<p>Queue to go down the ramp rather than the steps, to stay out of the way of any cars arriving</p> <p>At the start and end of each period of use, responsible person to check area outside doors for rubbish which might be contaminated eg tissues. They should remove with gloves.</p>	<p>Mark out 2 metre waiting area outside the main entrance with tape / outdoor spray, to encourage care when queuing to enter</p> <p>To be included in contract for hirers.</p>	<p>KC</p> <p>KC</p>	<p>08/09/20</p> <p>02/09/20</p>	R
Entrance hall /porch area – all users	<p>‘pinch point’ with insufficient room for 2m distancing</p> <p>Door handles, light switches, alarm in frequent use.</p> <p>Access to cupboard for cleaning equipment</p>		R	<p>Alarm is operated with a fob so it doesn’t need to be touched</p> <p>Door handles and light switches to be cleaned at the start and end of each session. If one user runs successive sessions, they should be cleaned between sessions.</p> <p>Main (outer) doors to be kept open at least as people arrive and depart, to reduce need for touching door handles.</p> <p>Doors from entrance area to main hall to be kept open, at least as people arrive and depart, to minimize the need for touching</p>	<p>To be included in contract for hirers. Signs displayed to that effect.</p> <p>Door wedges supplied. To be included in contract for hirers.</p> <p>Door wedges supplied. To be included in contract for hirers</p>	<p>KC</p> <p>BM KC</p> <p>BM KC</p>	

<p>Entrance hall /porch area – all users (continued)</p>		<p>If at all possible, outer door should also be kept open during the activity to allow good ventilation, although this will need to be balanced with other risks depending on the activity and the time of day.</p> <p>One household / bubble in entrance area at a time to sanitise hands and then move through into the hallway. No waiting / loitering in the porch area.</p> <p>Each user needs to give consideration to a system for entering and exiting, depending on the nature of when and how people arrive and depart, giving full details in their group risk assessment. This may involve a one-way system or monitoring arrivals and departures carefully.</p>	<p>Hand sanitizer to be available in the entrance area.</p> <p>Sign displayed to that effect.</p> <p>Overgrowth to be cut back from fire doors at the back of hall, so there is a clear exit route that way.</p> <p>Signs to be displayed advising people not to enter if they have any CV symptoms etc.</p> <p>Books to be removed from cupboard; cupboard to be used for storing cleaning equipment, first aid equipment etc that is available to all users and moved to main hall.</p>	<p>-</p> <p>KC</p> <p>KC</p> <p>BM</p> <p>KC</p> <p>KC</p>	<p>-</p> <p>07/09/20</p> <p>07/09/20</p> <p></p> <p>07/09/20</p> <p>07/09/20</p>	
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Main hall – all users	Door handles, light switches, window catches and sills, tables, chairs, soft furnishings, curtains, blinds, displays		<p>Door handles, light switches and window catches and sills, tables and chairs to be cleaned at the start and end of each session. If one user runs successive sessions, they should be cleaned between sessions.</p> <p>2m physical distancing to be observed.</p>	<p>To be included in contract for hirers</p> <p>Signs displayed to that effect.</p> <p>Chairs: fabric chairs should not be used as they cannot be adequately cleaned after each use. All fabric chairs removed to committee room.</p> <p>Enquire with CHS whether we can borrow some plastic chairs. If not we would have to explore other options (possibly buying / hiring some) or make it clear that there are no chairs available to users.</p> <p>If chairs are available, users will be required to wipe them down thoroughly before and after use. To be included in contract for hirers.</p> <p>Pedal bin, with a lid and liners, to be in main hall.</p> <p>Signs in main hall reminding people of hygiene, the need for face masks, physical distancing.</p> <p>Any unnecessary equipment or items to be moved to committee room.</p>	KC	<p>02/09/20</p> <p>07/09/20</p> <p>23/08/20</p> <p>e. to CHS 24/08/20</p> <p>02/09/20</p> <p>07/09/20</p> <p>07/09/20</p>	
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Main hall – all users, continued			A few tables to be available and stored in the hall. Any others to be kept in committee room. No access to the committee room for hirers.	KC	07/09/20
			Tables to be cleaned before and after use, included legs and underneath rims etc. To be included in contract for hirers.	KC	02/09/20
			Hirers will NOT be able to store any equipment in the hall – they must bring and remove everything with them each week. To be included in contract.	KC	02/09/20
			Curtains to be removed, including those in front of the fire doors.	KC	07/09/20
			Hand sanitizer station in main hall.	KC	07/09/20
			Noticeboards to be cleared and only safety notices to be displayed.	KC	07/09/20

Committee room – all users	Door handles, light switches, equipment stored in the room, small space with no external ventilation		Committee room to be locked and unavailable to hirers / public.	<p>Door from lobby is locked. Other door doesn't lock but sign displayed to say only authorized persons may enter.</p> <p>Signs on doors to indicate not to be used.</p>	<p>BM KC</p> <p>KC</p>	<p>08/09/20</p> <p>07/09/20</p>	
Brigade store room – all users	Door handles, light switches, equipment stored in the room, small space with no external ventilation		Accessed only by the Brigade so usage to be covered by their RA if/when they wish to return.				

Kitchen – all users	Door and window handles, light switches, working surfaces, sinks, cupboard / drawer handles, fridge / freezer, crockery / cutlery, kettle, hot water boiler, microwave, oven, small area makes physical distancing impossible		Church crockery etc removed and stored in the committee room.			March 2020
			No food preparation and storage to be allowed, so no use of oven, pots and pans etc.	To be included in contract for hirers	KC	02/09/20
			To be used for access to boiling water only, for brewing up.	One nominated person per group to access the kitchen as required, although if it can be avoided by people bringing their own food and drink, that is preferable.		
			Paper towels, rather than tea towels should be used for drying. Tea towels to be removed.	The kitchen must not be locked as access is needed to the fire door.		
				Hirers to clean all areas likely to be used before and after use, and to wash, dry and remove any crockery etc.		
				Hirers to bring own tea, coffee, milk and remove with them (nothing to be left in the kitchen).		
				Cleaning materials to be readily available and labelled. Supply to be checked regularly.	KC / BM	07/09/20
	Soap and paper towels to be provided and used with warm running water.	KC	07/09/20			
	1 st aid equipment to be moved and stored in the cupboard with cleaning equipment in main hall.	KC	07/09/20			

Store cupboard – all users	Physical distancing impossible and also with anyone in the porch area. Door handles, equipment in cupboard			<p>Any equipment that may be needed by regular hirers (eg dustpan and brush) to be kept elsewhere where it is more accessible.</p> <p>If the cupboard is accessed, door handles, light switches etc to be wiped down afterwards.</p>	KC	07/09/20	
Toilets – all users	<p>Physical distancing difficult</p> <p>Surfaces in frequent use – door handles and locks, light switches, basins, toilet handles, seats, baby changing surfaces etc</p>		<p>Signs displayed encouraging good hand washing.</p> <p>Hand wash, warm water and paper towels provided.</p>	<p>Only the disabled toilet to be used. Signs to be put on doors of other toilets saying they're not to be used. To be included in contract for hirers.</p> <p>This limits the number accessing toilets one person / household (if a young child) at a time.</p> <p>Children who may need assistance or supervision must be accompanied by an adult from their own household or bubble.</p> <p>Hirer to clean all surfaces etc before public arrive. In contract.</p> <p>Each person to wipe areas touched after each use eg flush handle, taps etc. Anti bac wipes to be provided and kept in toilet. In the case of children, this should be done by an appropriate adult, taking into account all safeguarding measures.</p>	<p>KC</p> <p>KC</p> <p>KC</p>	<p>02/09/20</p> <p>02/09/20</p> <p>08/09/20</p>	

General considerations		<p>Face coverings are mandatory for all users unless they are exempt according to a government category.</p> <p>2m physical distancing must be observed at all times.</p>	<p>Anyone displaying symptoms of CV should not be allowed to enter the hall at all.</p> <p>If a group leader / hirer has symptoms, the session must be cancelled.</p> <p>Hirers to be provided with a list of the items that they must clean both before and after their activity.</p> <p>Windows to be open during periods of hall hire and use, to increase ventilation. If appropriate, taking into consideration other risks, the fire doors might also be open for the period of use.</p> <p>Each hirer must keep a record of attendees for the purposes of test and trace. This must be kept for 21 days.</p> <p>Each hirer must notify the PCC, via the incumbent, immediately they become aware of a positive case of CV from their group.</p> <p>Each hirer must consider and state the maximum capacity for their activity. Depending on whether the attendees are individuals or families, and on the nature of the activity, we advise that the maximum capacity is likely to be in the region of 15 people.</p>	<p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p>	<p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p> <p>In contract and on signs in hall</p>	
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