

ST MARK'S CHURCH HALL – COVID-19 RISK ASSESSMENT – at December 2021

Ref	Area / People at Risk	Risk Identified	Level	Mitigation action	Level	Responsibility	Notes
General risks							
1	Volunteers, staff, hall users, contractors	Infection due to touching surfaces and from contaminated items	H	Hand sanitiser - foyer, main hall, exit door C-19 notices (handwashing etc) in entry, hall, kitchen, wc User group leaders to clean touchpoints, chairs, tables, surfaces used before and after use; doors wedged open to reduce the need to touch handles User groups to provide their own risk assessments and use their own equipment/items (no shared items)	L	Mg't Group Cleaner Group leaders/hirers	C-19 T&Cs issued Groups to provide their own cleaning materials Main door and hall door are fitted with doorstops; wedges also available
2	Volunteers, staff, hall users, contractors	Infection from airborne droplets, e.g. coughs and sneezes	H	Users wear face coverings in-line with Government requirements and guidance, except where exemptions apply Users required to open doors/stage windows to increase airflow/ ventilation taking care to close/secure after use Catch it Kill it Bin it, Hands Space Face notices Waste bin contents regularly emptied and cleaned by cleaner; users generating a lot of waste are asked to empty bins and replace the liners	L	Mg't Group Cleaner Group leaders/hirers	
3	Volunteers, staff, hall users, contractors	Infection from inadequate social distancing, particularly at pinch points	H	Notices Group leaders to ensure that steps are taken as appropriate to the activity	L	Mg't Group Group leaders/hirers	
4	Staff (cleaner) / individuals accessing for building checks and maintenance, inc contractors.	Infection from inadequate social distancing	M	Cleaner or volunteers conducting building checks etc enter individually or meet in very low numbers; Contractors: view by appointment; undertake work when the hall is not in use; are responsible for own PPE. Notices; require social distancing.	L	Mg't Group Cleaner	Inform relevant staff, volunteers, contractors
5	Volunteers, staff, users, contractors	Someone is taken ill with suspected C-19 at the hall	M	Stay at home if unwell notices; group leaders responsible for advising group members of requirements (C-19 T&Cs) NHS QR code poster in entry and main hall for track & trace Procedure if someone falls ill - abandon session, evacuate building; arrange for ill person to be collected; report to Hall Group Chair PPE – disposable gloves & aprons available (group leaders to provide own mask/face covering), quarantine hall for 72 hrs	L	Mg't Group Group leaders/hirers	Advise group leaders Mg't Group Chair to ensure that users are advised in the event of a Covid case linked to the hall

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Spaces, rooms and areas							
6	Outside waiting area	People queueing or dropping potentially contaminated waste/tissues	M	Group leaders to inform users; entry door/window notice Cleaner to pick any litter using gloves and litter grabber	L	Mg't Group Group leaders/ hirers Cleaner	Advise user group leaders
7	Building entry	Contamination to door handles/plates, light switches Pinch-pint - people passing in close proximity	H	Use doorstops/wedges to keep doors open Hand sanitiser & notices Cleaning of door handles/plates & switches	L	Mg't Group Cleaner Group leaders/ hirers	Advise cleaner & user group leaders
8	Kitchen	Pinch-point and potential contamination	M	No more than 2 people in the kitchen at any one time Social distancing, face coverings, regular hand washing etc Users/groups advised to only provide individually wrapped food items, or require group members to bring their own food for consumption in the hall, or serve food to people rather than having traditional self-service open buffets	L	Mg't Group	Advise user group leaders
9	Main hall	Pinch-point at entrance door Maintaining social distance within main hall Aerosol dispersion	M	Group leaders to ensure that numbers attending sessions allow appropriate social distancing – work within guidance relevant to their activity/nature of use	L	Mg't Group Group leaders/ hirers	Advise user group leaders – reinforce need for ventilation
10	Stage	Contaminated items & curtains	M	Users to wipe down tables/chairs used before and after use Curtains are already secured back due to broken winder	L	Mg't Group Group leaders/ hirers	
11	Side room – children's groups storage (locked)	Restricted size, difficult to maintain social distance	M	Access to relevant group leaders only, max 2 people at any one time with face coverings unless exempted Notice on door	L	Mg't Group Group leaders	Advise group leaders
12	Side room – store/boiler room	Restricted size, difficult to maintain social distance	M	No entry other than for: management group members; hall cleaner; group leaders specifically requiring access to long tables; access to gas boiler and gas meter Notice on door	L	Mg't Group Group leaders/ hirers	Access needed for boiler and gas meter
13	Children's wc	Pinch-point – people passing	M	One child at a time	L	Group leaders/	C-19 user T&Cs to

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		in close proximity		Soap & paper towels		hirers	include relevant info
14	Adult / disabled wc (1 wc only)	Constrained entry; hand-washing	M	Notices, soap & paper towels	L	Mg't Group Cleaner	
Specific issues							
15	Hall cleaner	Health risk from possible contact with contamination	H	PPE – disposable gloves and aprons; mask in case someone is taken ill with suspected C-19 at the hall should cleaning be required prior to quarantine (e.g. bodily fluids) Follow instructions for safe use of cleaning fluids/products Regular cleaning to include door handles/plates, light switches and plug points – cloth not spray on light switches/appliances Cleaner advised to wash clothes after cleaning duties Keep up to date with Government guidance	L	Mg't Group Cleaner	Advice also available from ER Halls Network and ACRE
16	Deep cleaning following reporting of suspected C-19 case	Risk of infection to cleaner during deep clean and users if cleaning is insufficient	H	Arrangements made for deep cleaning as soon as any report is made to Hall Group Chair PPE for cleaner – disposable gloves, aprons, face-masks All refuse including cleaning cloths to be double bagged and stored in boiler room for 72 hours prior to disposal in commercial waste bin Follow Government guidance for deep cleaning	L	Mg't Group Cleaner	Advice also available from ER Halls Network and ACRE
17	Water supply	Legionella and other bacterial risks from standing water	L	Hall is low risk – simple system, no stored water other than 10l capacity hot water boiler (kitchen), no 'little used' taps Monthly water temperature checks Annual servicing of wall boiler & wc thermostatic mixing valves	L	Mg't Group Cleaner re monthly checks	
18	Waste disposal	Health risk from contaminated refuse	H	Open top or pedal waste bins to avoid the need to touch bin tops Waste bags tied and disposed of by cleaner in commercial waste bin	L	Mg't Group Cleaner	
19	New hires	Infection risk	H	Each use to be discussed Hirers required to provide their covid risk assessment for agreement with Management Group Chair	L	Mg't Group Hirer	C-19 T&Cs