

RISK ASSESSMENT FOR ST. ANNES PARISH ROOMS

Appendix A

COVID-19 Risk Assessment for re-opening St. Annes Parish Church, Parish Rooms – August 2020

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and St. Annes Parish Church cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – <i>Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</i></p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance, in Rooms 1 & 2 and in Main Hall. Contractors provide their own protective clothing and gloves. Bin provided for PPE waste.</p>	<p>Completed 31/7/2020</p>
<p>Staff, contractors and volunteers– <i>think about who could be at risk and likelihood staff/volunteers could be exposed.</i></p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Consider providing screen for office.</p> <p>Talk with staff regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Car Park/paths/patio/ exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when waiting to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves to remove.</p>	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk of social distancing is not observed in a confined area e.g. entrance, foyer and in the lift. Door handles, light switches in frequent use.	<p>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided.</p>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance foyer. Empty regularly.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Main Hall, Room 1 & Room 2	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains or blinds. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Contract cleaners will clean daily. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser. Completed: 28/7/2020
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe down shared office equipment.	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Kitchens remain closed for the time being. Hirers asked to encourage clients to bring own food/drink if necessary.	Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Toilets to be cleaned daily, in the morning and during the day. Add signage to remind people about hand washing.	Ensure soap and toilet paper are regularly replenished. Completed: 28/7/2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	