

Risk Assessment for Opening the Church Hall to the Public

Church Hall: St Andrew's Church Marks Tey	Assessor's name: Robert Robinson	Date completed: 11th September 2020	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to Church Hall for church personel for purposes of operation.	One point of entry to the Hall clearly identified and separate from public entry if possible	Via Hall Lobby door. No separate public entrance.	PCC	1-9-20 Ian S-T
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	PCC	1-9-20 Ian S-T
	Buildings have been aired before use.		PCC	1-9-20 Ian S-T
	Check for animal waste and general cleanliness.		PCC	1-9-20 Ian S-T
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	PCC	2-9-2020 Robert Robinson
	Switch on and check electrical and heating systems if needed.	Heating to be checked following boiler service.	PCC	9-9-2020 Robert Robinson
Preparation of the Church Hall for use by Public/Hirers.	Confirm that all steps (above) for access have been carried out before anyone else accesses the building.		PCC	1-9-20 Ian S-T
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here .	PCC	No cleaner present
	Choose one point of entry into the Hall to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Entry via Hall Lobby door. Emergency exits are available. General exit is Lobby door.	PCC	1-9-20 Ian S-T

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Hirers to open on arrival and depending on use.	Hirers to action	Hirers
	Remove from use all books and leaflets.		PCC	1-9-20 Ian S-T
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Doors to be kept locked to limit access.	PCC	1-9-20 Ian S-T
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	PCC	1-9-20 Ian S-T
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		PCC	1-9-20 Ian S-T
	If the Hall has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Advice on cleaning church buildings can be found here.	Hirers to action prior to session	Hirers
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	PCC	16/8/2020 Andrew Waters
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	PCC	16/8/2020 Andrew Waters
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		PCC	16/8/2020 Andrew Waters
Cleaning the Church Hall before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the Hall has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Noted	PCC	Noted
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Noted.	PCC	No cleaner present

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Advice on cleaning church buildings can be found here.	Set up a cleaning rota to cover your opening arrangements.		PCC	No cleaner present.
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	PCC	No cleaner present.
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	PCC	No cleaner present.
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Hirers to clear their waste	Hirer
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Hirer at end of each session	Hirer
Cleaning the Church Hall after known exposure to someone with Coronavirus symptoms	If possible close the Hall for 72 hours with no access permitted.	Noted	PCC	Noted Hirer to advise infection
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	PCC	Noted
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	PCC	Noted

Version Control

Issue Date	Version Number	Issued by
11-09-20	1	St Andrew's Parochial Church Council
22-09-20	2	St Andrew's Parochial Church Council