

This document is used to create a COVID-19 risk assessment for the Stable and Church Hall of St Marys Church Sprotbrough. Based on a Sample document from "acre" and the latest advice from the UK government we have so far as reasonably practical have considered the hazards and introduced controls to reduce the potential for a Covid - 19 outbreak.

The COVID-19 Risk Assessment should be carried out in consultation with members of the Hall & Stable committee whom are also usually regular users of the hall. The care taker and administrator has also been consulted. The final version and any subsequent revisions will be provided to the committee our employees and users of the hall prior to any use. This document is to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

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. (Links to some key documents are provided in the reference section) and the users own risk assessment.
3. This document is not intended to be comprehensive and ACRE and the Trustees of St Mary's 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 we have considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers – Work activity or situations might cause transmission of the virus and likelihood staff could be exposed; cleaning, maintenance, meeting potential and actual users	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Occasional maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves as required. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.	Guidance to be provided by 1/08/21. The Caretaker is to be given guidance as to cleaning requirements when it’s considered that only a limited clean is required. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. Minimal cleaning will only be required if the hall hasn’t been used within 48 hours of the previous user. Professional cleaners to be used if necessary.
Staff, contractors and volunteers	Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.	Staff in the vulnerable category are advised not to attend work for the time being. 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. Visitors to the office are not permitted without prior arrangement	Staff and volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises. The Rector or Churchwardens to be advised. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
	Staff / Volunteer Liaison	Talk with staff, trustees and volunteers regularly to see if arrangements are working.	Ongoing every month by the Chairperson of the Hall & Stable Committee

<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Caretaker to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate indoors or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Entrance: People to use the main door. Exit: The rear fire exits shall be used for this purpose, which is signed as the exit only. Door handles and light switches to be cleaned regularly by the Caretaker. Hand sanitiser to be provided in both buildings. Entrance and exit doors to be left open as people arrive/leave.</p>	<p>Hand sanitiser needs to be checked weekly. Empty bins regularly.</p>
<p>Main rooms</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and after use. All buildings are subject to weekly cleaning by the caretaker or cleaners. Social distancing guidance to be encouraged by hirers in arranging their activities. Users to be encouraged to wash hands regularly, with signage. Ventilation will be increased by opening windows.</p>	

Upholstered seating	Soft furnishings which cannot be readily cleaned between uses. Projection equipment. Screen. Window curtains or blinds. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched if the chairs are to be used again within 48 hours. Social distancing to be encouraged when setting out chairs.	Provide hand sanitiser and cleaning products.
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 use of small rooms is not permitted except by the St Marys employee. Surfaces and equipment to be cleaned by user before use or by hall cleaner.	Usage of the Stable will be limited to the Administration staff and Rector, unless emergency works need to be carried out. Social distancing and the wearing of face coverings to be encouraged.
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	Hall kitchen facility is available for use but only 2 people to enter at any time unless needed for emergency exit. Hirers to serve any refreshments via the hatch.	Cleaning materials to be made available in clearly identified location by the boiler room and regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc.)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Chairperson 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.	When removing/stowing equipment, the user needs to ensure social distancing. In the hall, chairs need to be stored in the back room in order to create more space in the main hall for fitness classes etc.	

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. vanity surfaces, mirrors.	Only 2 people to enter ladies and gents toilets at any time. Disabled toilet to be available to all. Posters to encourage 20 second hand washing. Hand sanitiser to be placed outside the toilet and signage.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch. Social distancing not possible	Public access unlikely. Chairperson to decide frequency of cleaning.	Equipment for cleaning to be left outside the boiler room.
Social distancing	Risk of spreading the virus when meeting indoors with those not usually mixing with.	Mitigation measures to be identified with the users own risk assessment. The maximum number of people attending any event shall also be identified by the user's risk assessment. Where gatherings may exceed 30, additional steps as identified in liaison between the user and the Chairperson shall be instigated.	Hirers booking the premises for indoor gatherings should make informed decisions on how to manage the risk to themselves and others. Social distancing to be encouraged.
Hygiene & Face coverings		Encourage hand washing or use of hand sanitiser. Encourage use of face coverings to protect others. Everyone entering our buildings should wash their hands for 20 seconds or use hand sanitiser.	Face coverings remain a way of protecting each other from the virus.
Test and Trace	The hirer will keep a secure register, in line with GDPR, and contact details of those attending their activities for 21 days.	Rector or churchwardens to be notified if anyone has tested positive for Covid 19.	The premises to be thoroughly cleaned if the premises are to be used within 48 hours.

<https://communityfirstyorkshire.org.uk/coronavirus/re-openingafterlockdown/>

Updated by R. Ekins and A Offord on behalf of the Sprotbrough St Marys PCC 22/07/21