# **Risk Assessment for Opening St Paul’s Church Hall, Withington.**

# **July 2021 (updated 22nd July 2021) – new guidelines details in red text**

**The PCC of St Paul’s Church, Withington. will adhere to the guidelines issued by HMG and the Church of England to ensure that all those who come into our buildings are kept safe.**

**Please note that all church hall users will need to accept and abide by the details in this risk assessment as a condition of their hiring our church hall in the future. All church hall users will need to produce their own risk Covid-19 risk assessments which will need approval by St Paul’s Church before the church hall can be hired out.**

From 19th July 2021, risk assessments will remain an important requirement for all events and will therefore continue to be required from anyone hiring the church or church hall. All and any events are legally permissible, as are any number of people gathering (so long as it is within the usual health and safety and fire safety capacity of the church hall).

|  |  |  |  |
| --- | --- | --- | --- |
| **Church:**  **St Paul’s Church Hall** | **Assessor’s name:**  **Rev Mike and Hils Corcoran** | **Date completed:**  **3rd September 2020**  **Set-up day – 19th September 2020**  **Re-opening expected 22nd September 2020** | **Review date:**  **13th October 2020**  **10th November 2020**  **Updated 22nd July 2021** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Access to church hall**  [General advice on accessing church buildings can be found here.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church hall | Signage to indicate one entry point – to be installed on set up day. No entry sign to be placed on external kitchen door. | St Paul’s Church | Philip Webb 19th September |
| Buildings have been aired before use. | Airing to take place on the set up day before the re-opening. | St Paul’s Church | Philip Webb 19th September |
| Check for animal waste and general cleanliness. | Check day before re-opening | St Paul’s Church | Philip Webb 19th September |
| Ensure water systems are flushed through before use. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  Carry out the set up day before re-opening | St Paul’s Church | Philip Webb 19th September |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Electrics have not been switched off. Check that heating system is working on the set up day before re-opening. | St Paul’s Church | Philip Webb 19th September |
| **Preparation of the Church Hall for access by members of the public for any permitted purposes.** | Confirm that all steps (above) for access have been carried out before anyone else accesses the building. |  | St Paul’s Church | Mike Corcoran 19th September |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).  From 19th July 2021: cleaning measures to remain in place. | Advice on [cleaning church buildings can be found here](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf).  Deep clean undertaken by church hall cleaner at the beginning of lockdown in March. Inspection of cleaning requirements to be made before re-opening.  There will be a weekly clean by the church hall cleaner.  New colour coding for using cleaning equipment to avoid the cross contamination has been introduced. | St Paul’s Church | Mike Corcoran 19th September |
| Choose one point of entry into the church hall to manage flow of people and indicate this with signage, keeping emergency exits available at all times. Where possible use a different exit. | From 19th July 2021: No cap on the number of people using the hall but the numbers still have to comply with health and safety and fire safety capacity. | St Paul’s Church | Mike Corcoran 19th September |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). |  | Responsibility of each group hiring the hall. |  |
| Where possible, doors and windows should be opened temporarily to improve ventilation.  From 19th July 2021: ventilation should still continue. |  | Responsibility of each group hiring the hall. |  |
| Walk through the building to plan for physical distancing for seats and tables, if appropriate | Social distancing should still be encouraged. | Responsibility of each group hiring the hall. |  |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Social distancing should still be encouraged. | St Paul’s Church | Philip Webb 19th September |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signage showing a one-way system to be installed on the set up day. | St Paul’s Church | Philip Webb 19th September |
| Limit access to places where the public does not need go. | Put up ‘no entry’ signs where necessary. | St Paul’s Church | Philip Webb 19th September |
| Determine placement of hand sanitisers available for visitors to use.  From 19th July 2021: visitors are encouraged to still gel their hands. | To be located a key-points through-out the building. | St Paul’s Church | Philip Webb 19th September |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. Adherence to these measurers need to be part of the hall hirers’ Risk Assessments. | Notices on display in the entrance areas, the toilet and the main hall | St Paul’s Church | Philip Webb 19th September |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.  From 19th July 2021: Cleaning measurers should continue. | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | Responsibility of each group hiring the hall. |  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.  Hall hirers will be encouraged to have their own supply of hand gel.  From 19th July 2021: handwashing measurers should continue. | The church hall cleaner will work Monday and Thursday evenings. | Church hall cleaner  Responsibility of each group hiring the hall | Church Hall cleaner 21st September |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | The church hall cleaner will work Monday and Thursday evenings. | Church hall cleaner | Church Hall cleaner 21st September |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | The church hall cleaner will work Monday and Thursday evenings. | Church hall cleaner | Church Hall cleaner 21st September |
| If possible, provide safe means for group leaders and users to record their name and contact details.  From 19th July 2021: this is no longer a legal requirement but good practice and where possible visitors should still ‘sign-in’ using the Test and Trace QR code on the front door. |  | Responsibility of each group hiring the hall. |  |
|  | Ensure signage about wearing face coverings indoors and have a supply available for hall users to use.  This measure will need to be adhered to by each hall user and included in the Risk Assessment of the group hiring the hall.  From 19th July 2021: this is no longer a legal requirement but good practice and where possible visitors should still wear face coverings. |  | St Paul’s Church  Responsibility of each group hiring the hall | Philip Webb 21st September |
| **Cleaning the church hall before and after general use (no known exposure to anyone with Coronavirus symptoms)**  Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | If the church 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. | Deep clean undertaken by church hall cleaner at the beginning of lockdown in March. Inspection of cleaning requirements to be made before re-opening.  The church hall cleaner will work Monday and Thursday evenings. | St Paul’s Church | Completed. Church cleaner to recommence cleaning from 21st September.  Mike Corcoran |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Deep clean undertaken by church hall cleaner at the beginning of lockdown in March. Inspection of cleaning requirements to be made before re-opening.  The church hall cleaner will work Monday and Thursday evenings. | St Paul’s Church | Completed. Church cleaner to recommence cleaning from 21st September.  Mike Corcoran  19th September |
| Set up a cleaning rota to cover your opening arrangements. |  | Responsibility of each group hiring the hall for wiping down commonly used surfaces and removing used paper towels and placing them in the outside bin provided |  |
| All cleaners provided with gloves (ideally disposable). |  | Supply of gloves, wipes, bin liners and masks to be made available by St Paul’s Church | Mike Corcoran 19th September |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | St Paul’s Church | Mike Corcoran 19th September |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | External bin collection to be organised by St Paul’s Church | Responsibility of each group hiring the hall. Checked by our church hall cleaner twice a week. |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | External bin collection needs organising with by St Paul’s Church | Responsibility of each group hiring the hall. Checked by our church hall cleaner twice a week. |  |
| **Cleaning the church hall after known exposure to someone with Coronavirus symptoms** | If possible close the church hall for 72 hours with no access permitted. |  | St Paul’s Church - Deep clean will be carried out by our church hall cleaner | Not applicable at this stage |
| 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | St Paul’s Church | Not applicable at this stage |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | St Paul’s Church | Not applicable at this stage |
| **Contractors** | From time to time, contractors will need to visit the church hall to carry out maintenance work or annual health and safety checks.  Contractors will be advised to maintain social distancing, wear gloves and masks and clean down any surfaces that they touch following their visit. Longer visits due to the complexity of the work will require a more detailed risk assessment. | These measures apply to work outside as well as inside the church hall. | St Paul’s Church | Mike Corcoran 10th November 2020 |