

COVID-19 Risk assessment for use St Peter's Hall, Inkberrow

Company name: St Peter's Church PCC

Assessment carried out by: Standing Committee

Date of next review: Ongoing

Date assessment was carried out: 22/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19	Hall users and or their group participants Wider families /associates if transmitted Hall staff and volunteers	Limiting the use of the premises to only those users permitted to perform activities currently approved by the Government	Communicate with users requesting confirmation of use and their risk assessment for their specific activity	St Peter's PCC Standing Committee (PEC)	By the 31 st July 2020 or the date or the user wishes to return to the hall.	Email sent 15/07/2020 providing outline details for re-opening requesting risk assessment
Spread of Covid-19 via surface contact	Hall users and or their group participants Wider families /associates if transmitted Hall staff and volunteers	Initially limiting use of the hall facility to one group per day Handwashing	Organise and communicate a suitable timetable upon receipt of users/hiring group requirements Provision of signage to be placed at entrance to hall reminding hall users of	(PEC) Hirers to ensure their participants adhere to good	By 31 st July 2020 Ongoing	

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continued...			<p>good hygiene procedures and requiring them to wash hands for a minimum of 20 seconds and or sanitise hands upon entry and exit from the hall.</p> <p>Provide hand washing facilities, soap, water and paper towels.</p> <p>Provision of hand sanitiser</p> <p>Communicate COVID limitation measures to all prior to re-opening</p>	<p>hygiene requirements</p> <p>PEC</p> <p>PEC</p> <p>PEC</p>	<p>Prior to re-opening of hall and to replenish as required.</p> <p>By 31st July 2020</p>	
Spread of Covid-19 continued...		Regular cleaning of hall facility	<p>Deep clean of entire facility before re-opening</p> <p>Cleaning of hall facility twice a week as per current provision.</p> <p>Request users clean down all contact surfaces after use, especially but not</p>	<p>Cleaner</p> <p>Cleaner</p> <p>Hall users</p>	<p>31 July 2020</p> <p>Ongoing</p> <p>Ongoing</p>	

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continued...		Closing the Kitchen area to users	<p>limited to those most frequently touched.</p> <p>Hall to provide appropriate cleaning products</p> <p>Communicate this provision to users and display signage</p>	<p>PEC</p> <p>PEC</p>	<p>Ongoing</p> <p>31 July 2020</p>	
Spread of virus by using toilet facilities.	<p>Hall users and or their group participants</p> <p>Wider families /associates if transmitted</p> <p>Hall staff and volunteers</p>	<p>Limiting use to accessible/disabled toilet only.</p> <p>Regular cleaning of hall facility.</p> <p>Requiring individuals to clean contact surfaces after use</p>	<p>Provide signage and cleaning wipes for use</p> <p>As per current provision</p> <p>Communicate to users/hiring group</p>	<p>PEC</p> <p>Cleaner/PEC</p> <p>Hall users and their participants</p>	<p>Ongoing</p> <p>Ongoing</p> <p>31 July 2020</p>	
Close proximity of people in the main hall area	<p>Hall users and or their group participants</p> <p>Wider families /associates if</p>	<p>Limiting number of people in the hall at any one time to 10</p> <p>Requiring users to provide a risk</p>	<p>Communicate to users/hiring group</p> <p>Request COVID-19 risk assessment from</p>	<p>PEC</p> <p>PEC & users/hiring</p>	<p>31st July 2020 or upon re-opening</p> <p>Prior to users/hiring group</p>	

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	transmitted Hall staff and volunteers	assessment to illustrate their use of the hall having regard to social distancing requirements and their industry guidelines	users/hiring group prior to resuming activity within hall	group	returning to hall	
Close proximity of people in hall entrance area	Hall users and or their group participants Wider families /associates if transmitted Hall staff and volunteers	Recommend users implement a one way system for their participants by utilising fire exit/side doors	Communicate COVID-19 limitation guidelines	PEC	31 st July 2020 or prior to re-opening	

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Spread of the airborne droplets due to physical movement and activities	Hall users and or their group participants	Limiting the use of the hall to one user per day	Communicate COVID-19 limitation guidelines	PEC	31 st July 2020 or prior re-opening	
	Wider families /associates if transmitted	Regular cleaning	As per current regime	Cleaner/PEC	Ongoing	
	Hall staff and volunteers	Advising users to open all windows and doors to increase ventilation when hall is in use	Communicate recommendation to users/hiring groups Provision of signage	All users/hiring groups PEC	Ongoing 31 st July 2020 or prior re-opening	
Spread of Covid-19 virus by all persons entering the hall.	Hall users and or their group participants	Keeping a record of all hall bookings and maintaining records of church staff, volunteers & contractors entering the premises.	Communicate procedural requirements via limitation guidelines.	PEC	31 st July 2020 or upon re-opening	
	Wider families /associates if transmitted		Request users to advise hall admin if they need to cancel a booking.	Hall users	Ongoing	
	Hall staff and volunteers		Maintain appropriate diary and contact records	PEC	Ongoing	