# Covid-19 Risk assessment

## Name: St Paul’s Church Assessment carried out by: Charles George

## Date of next review: 15 February 2021 Date assessment was carried out: 5 January 2021

St Paul’s Church, Boundary Road, West Bridgford, hires out to the local community its 2 halls for a variety of activities. The purpose of this document is to ensure that all users and hirers are protected from any potential risks associated with Covid-19. This document identifies those steps taken by St Paul’s to ensure that this multi-purpose community facility is COVID-19 Secure and, therefore, is available to be used as a community facility and is designed to assist hirers provide their own required risk assessment, which is a mandatory requirement (identifying the risks they must deal with). All Risk Assessments must be approved by St Paul’s Parish Church Counsel (PCC) before confirmation of hire.

This document has regard to Government guidance and will be reviewed on an ongoing basis taking into account any revision to existing guidance. This Risk Assessment has regard to (but not exclusively) to the following:

What we can and cannot do: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

Safe use of multi-purpose community facilities: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Cleaning after known known or suspected case of COVID-19: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

IMPORTANT: Before we can consider a hall hire request, we must be satisfied that the activity is not prohibited by the Rule of 6 imposed by the Government on 14 September 2020. In that regard, please consider the above detailed government documents on what can be done and safe use of multi-purpose community facilities. A useful starter is Section 3.19 of the first document and Section 3c “Recreation, leisure and social gatherings” of the latter document.

IMPORTANT 2: On 14 October 2020, the Government introduced the 3 Tier system of local Covid alert levels. At the time of the review of this Risk Assessment we are at Level 2 (High) and while we remain at that level, or are placed in Level 3 (Very High), the Rule of 6 referred to above is not operative indoors and we will need to have regard to any additional restrictions applicable to Level 2 or 3.

IMPORTANT 3: From 2 December 2020 (after Lockdown 2) we currently stand in Level 3 (Very High), which significantly limits allowed activities as detailed in the “Safe use of multi-purpose facilities”, but significantly early years and youth provision is allowed as detailed at Sections 3a and 3c.

IMPORTANT 4: As from 31 December 2020 we have been moved into Tier Level 4, which was introduced by the Government as from 20 December 2020. Tier 4 is a Stay-at-Home Order with limited exceptions and how those exceptions relate to this Risk Assessment are detailed in the above detailed Safe use of multi-purpose community facilities and [Tier 4: Stay at Home - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/tier-4-stay-at-home). We will continue to review the regulations and guidance, but our current assessment is that only Willow Pre-School (who have a standalone Risk Assessment) can use our halls and all other current users or prospective users cannot do so.

IMPORTANT 5: As from 6 January 2021, Lockdown 3 takes over. As regards hall hire, this adds nothing to or changes the restrictions in place from Note 4 above.

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Transmission of virus on arrival or departure** | Any users | All hirers required to consider a “one-way system” for arrival and departure. The facility has a main entrance but also a separate entrance into the halls that can be used.  | Hirers must inform all users about the system for entry and departure, clear guidance on timings for arrival and departure to avoid congestion, social distancing prior to entering the premises, and provision of hand sanitisers to be used on arrival. | Hirer | To be detailed in Risk Assessment from hirer. |       |
| **Transmission due to failure of social distancing** | Any users | It is our assessment that the maximum capacity of either hall is 30 to ensure adherence to social distancing having regard to the floor space, the foyer area and pinch points through internal and external doors. This maximum capacity only applies where there is a concurrent hall hire to connected groups. | Hirers must consider their activities and mitigations to be put in place to specify the maximum capacity for any activity (recognising that in practice that our stated maximum could well vary downwards) and to ensure compliance with 2ms social distancing or 1m plus with mitigations. Face coverings: Hall users must have a policy having regard to the government guidance to wear face covering in enclosed public spaces where there are people one does not usually meet. | Hirer | In Risk Assessment |       |
| **Transmission of virus when using the toilet and due to poor hygiene** | Users | We have appropriate notices in the toilets to ensure good hygiene.We will provide all hall users with hand sanitisers and cleaning materials (cloths, anti-viral sprays and gloves). All thetoilets have handwashing facilities, including liquid soap, paper towels and waste bins. | Hirers/users to provide detailed instructions as to hygiene. Use of hand sanitisers. Clean toilets with antibacterial cleaners after each session. | Hirer | Risk Assessment |       |
| **Transmission of virus through touching common surfaces and equipment.** | Users | Our cleaning regime for the facility will include the toilets being thoroughly cleaned Monday through to Saturday (Willow Cleaners) | Hall users must have a regime for cleaning all frequent touch points and the toilets (see above section). Importantly there must be adequate time at the end of a session to carry this out before the next user can enter the premises. This recognises that crossover is a virus transmission risk. Own equipment for activity provided by hirer. | Hirer | Risk Assessment |       |
| **Transmission of virus due to noise.** | Users | All users advised to take steps to avoid people needing to unduly raise their voices.  | Hirers to mitigate against music or broadcasts that may encourage shouting or make normal conversation difficult. Where the activity involves such as music regard to be had to guidelines, for example, for performing arts. Where the activity involves a speaker consideration must be given to such as seating arrangements to avoid the risk of aerosol transmission. | Hirer | Risk Assessment |       |
| **Transmission of virus on consumption of refreshments and food** | Users | All hall users are informed self-service using the kitchen is not allowed. While table service is permitted, we do not currently allow this. | Hall users to inform attendees to bring own food and drink, if needed. | Hirer | Risk Assessment |  |
| **A user becoming unwell with COVID-19 symptoms during an activity** | Users | We require the hall user to have a clearly stated procedure (see next column). The lounge adjacent to hall 1 is to be used as an isolation room. We also require the St Paul’s Office Administrator to be informed within 2 hours at the latest by e-mail, phone or text. This is also required in the event of a subsequent positive test. In the event of a positive test we will decide what quarantine measures, if any, in the light of any deep clean carried out, are needed to be put in place. | Hirers must set out a clear procedure if an individual presents with COVID-19 type symptoms. Isolation and contact. Supervision of individual and PPE of supervisor. Advice to be given about testing and reporting results. Bagging of waste: double bagged and kept for 72 hours or until a negative test result in line with “cleaning in a non-healthcare setting”. Undertaking of deep clean. | Hirer | Risk assessment |  |
| **NHS Test and Trace (collecting user data)** | Public at large | We require all hall users to keep a register of users to be retained for 21 days from the day of the relevant activity. We have an NHS Test and Trace QR Code. | This requirement speaks for itself and is designed to assist NHS Test and Trace with requests for that data if needed. | Hirer | Risk assessment |       |