

## Risk Assessment for Opening Church Buildings to the Public – Christ Church West Didsbury July 2020

We 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.

<b>Church:</b> Christ Church Hall West Didsbury	<b>Assessor's name:</b> Anne Pilkington	<b>Date completed:</b> 8 <sup>th</sup> July 2020	<b>Review date:</b> 15th July 2020, weekly reviews thereafter
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church hall</b> <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church hall		AP	
	Buildings have been aired before use.		AP/BSB	
	Check for animal waste and general cleanliness.		AP/BSB	
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	BSB	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating systems and electrics have not been switched off		
<b>Preparation of the Church Hall for access by members of the public for any permitted purposes.</b>	Confirm that all steps (above) for access have been carried out before anyone else accesses the building.		AP/MA	Twice weekly. Wed. and Sat.
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a>	MA	
	Choose one point of entry into the church hall to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.		AP/BSB	

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	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		
	Where possible, doors and windows should be opened temporarily to improve ventilation.		BSB/AP	
	Walk through the building to plan for physical distancing for seats and tables, if appropriate Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).		AP/MA	
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Responsibility of each group		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Responsibility of each group	AP	
	Limit access to places where the public does not need go			
	Determine placement of hand sanitisers available for visitors to use.	Each group responsible for providing this.		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices on display in the entrance areas, the toilet and the main hall	AP	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here.</a> Each group responsible for this		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	.	BM/AP	Wed. and Sat.
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		BM/AP	Wed. and Sat.
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		BM/AP	Wed. and Sat.
	If possible, provide safe means for group leaders and users to record their name and contact details; retain each day's record for 21 days	Responsibility of each group		
<b>Cleaning the church hall before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	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.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		BM/AP	Protection provided for cleaners
	Set up a cleaning rota to cover your opening arrangements.	Hall Users to be responsible for cleaning		
	All cleaners provided with gloves (ideally disposable).	Each group to ensure gloves and masks are available, if needed		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		AP/BM	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		AP	Wed. and Sat.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		AP	Daily
<b>Cleaning the church hall after known exposure to someone with Coronavirus symptoms</b>	If possible close the church hall for 72 hours with no access permitted.			
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	AP	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	AP	