**As a result of this Risk Assessment the PCC of St Laurence, Measham has determined that the church hall will be open for user groups as from**

**September 7th 2020**

This Risk Assessment was reviewed on **18th August 2021** based upon the current state of play regarding the Covid-19 virus.

As a PCC we aim to minimize risk, as much as is reasonably practicable in a constantly evolving situation, whilst recognizing we cannot entirely remove it. Our assessment of risk is based on

* Location - village church hall, with a small number of groups using the facility
* The assumed cooperation of all using the hall and their leaders
* The prevalence of Covid-19 in the immediate and neighbouring communities appears to be low and a high proportion of the population is double vaccinated.

Therefore our ***overall assessment of risk at this point is low.*** If this changes, prevalence increases, or volunteers become unavailable then our approach will be revisited.

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Action Taken** |
| **Users, cleaner and volunteers –** Work activity and situations which might cause transmission of the virus and likelihood of exposure | Surfaces could be infected by people carrying the virus.  Rubbish containing tissues and cleaning cloths not disposed of correctly. | Advice to stay at home if unwell  Door handles, light switches, and all surfaces used frequently to be sanitised before leaving.  There is a requirement to sign the form relating to each group to confirm cleaning.  Where refreshments are being served tables being used in the hall must be sanitised before and after use.  Where refreshments are being served, all kitchen work surfaces must be sanitised before and after use.  Cleaning cloths to be placed in orange bucket after use.  Rubbish to be bagged and put in black wheelie bin in car park  If Measham became the centre of an outbreak the Hall may be closed. | Special conditions for hirers’ sheet produced.  Cleaning chemicals will be kept under the sink in the kitchen. Cleaning cloths will be available.  Forms available in the  kitchen  Discussed procedures with volunteers stressing the importance of cleaning all surfaces that have been touched, especially using cloths on light switches and electrical appliances rather than spray disinfectants.  User Groups advised of what is required. |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Action Taken** |
| **Users, cleaner and volunteers –**  Personal circumstances. | Cleaner or volunteers carrying out cleaning and maintenance could be exposed if a person carrying the virus has entered the premises or falls ill.  Mental stress from handling the new situation. | Procedure in place to ensure anyone cleaning and Incumbent, churchwarden and Lynne Hadfield are warned if someone is tested positive for COVID-19 who has been on the premises.  Hand sanitiser to be used and washing hands regularly encouraged.  We continue to be sensitive on the issue of social distancing and wearing face coverings | This is requirement of hirers’ special conditions.  Any concerns can be raised with the Incumbent, Lynne Hadfield or Church Warden. |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate**  **Risk** | **Action Taken** |
| Entrance hall-All users | Person to person contamination  Contamination from door handles and light switches in frequent use. | Hand sanitiser is provided and should be used on entry, and washing hands regularly is encouraged.  We continue to be sensitive on the issue of social distancing and wearing of face coverings, (worn at an individual’s own discretion).  The premises will be well ventilated, with the doors (except fire doors) open as far as convenient.  The numbers of people attending will be in line with the group’s risk assessment and any prevailing advice from relevant bodies  Door handles, light switches, and all surfaces used frequently to be sanitised before leaving.  There is a requirement to sign the form relating to each group to confirm cleaning. | Special conditions for hirers’ sheet produced. All users advised.  Hand Sanitiser available in the entrance. Needs to be checked regularly  Cleaning chemicals will be kept under the sink in the kitchen. Cleaning cloths will be available.  Forms available in the  kitchen |

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| Main Hall - All users | Contamination from floor contact | The floor to be mopped a minimum once a week as the responsibility of the PCC  Any spillage or mess to be cleaned up by individual groups | Special conditions for hirers’ sheet produced  Bins are provided  Users to empty bins and replace the liner. |
| Main Hall - All users | Contact tracing in the event of a user testing positive for Covid-19  Someone taking ill on the premises | All users to maintain a temporary list of people attending, with contact details, for 3 weeks. Or to ensure people use the QR code  Emergency PPE to be used | Users advised of the requirement.      Emergency PPE kit available. In 1st Aid cupboard in kitchen  Follow requirements as to treatment plan.  Users must inform incumbent, warden or Lynne Hadfield if any item is used from box |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Action Taken** |
| Kitchen – | Potential cross contamination | If using the kitchen to serve refreshments surfaces must be cleaned before and after use.  Crockery and cutlery is to be left clean and put away.  Users to supply their own tea towels.  Those serving refreshments must wear face coverings and observe rigorous hand washing. | User Groups advised of what is required. |
| Toilets – All users | Insufficient hand washing facilities  Insufficient drying facilities.  Contamination from door handles and light switches in frequent use. | Sanitiser to be available at the entrance. Soap and water available at the hand wash basin.  Sufficient disposable paper towels to be available.  Door handles, light switches, and all surfaces used frequently to be sanitised before leaving.  There is a requirement to sign the form relating to each group to confirm cleaning. | Paper Towel Dispenser and Pedal Bin installed.  Soap, paper towels and toilet paper to be regularly replenished.  Hirer to be advised where to access for restocking if needed.  Cleaning chemicals will be kept under the sink in the kitchen. Cleaning cloths will be available.  Forms available in the  Kitchen. |