

**Church Hall Opening
Risk Assessment and Guidance Notes
July 2020**

Risk Assessment

1. Risks to consider: Transmission of Covid 19 from person to person and by contact with contaminated surfaces and objects.
2. Who is at risk: Hall staff and all Hall users
3. When are the risks: Opening after a period of closure, during use by external groups and during cleaning/maintenance by hall staff.
4. Action plans to mitigate risks:
 - 4.1 Action plan required for Hall Team for
 - a. Opening of Hall
 - b. Routine cleaning and maintenance

Opening of Hall: Ensure the hall has been thoroughly cleaned. This includes the entrance lobby, toilets, main hall, waiting room, MCR, stairs and rails, kitchen, storage rooms and back stage. In particular ensure that all surfaces and objects that are likely to be touched are sanitised. **Complete**

Hand sanitisers must be available at key areas. They should be out of reach of children and if feasible affixed to a wall.

In addition to air dryers, toilets to have paper hand towel dispensers and large waste bins. All bins to have disposable bin bags.

Notices to be displayed reminding visitors of important safe practises and hygiene.

Users are required to wash or sanitise their hands on entering and leaving the hall

Access must be limited to specific areas that are hired. If this is the main hall other areas such as the kitchen, stage and back stage, waiting room and MCR should be out of bounds and cordoned off. If kitchen hire is permitted hirers to bring their own cup and plates etc. Hirers to be advised.

Maximum capacity of the hall to be determined for various activities.

Ongoing Cleaning of Hall: After every use by either a regular or casual user all areas where activities have taken place must be cleaned and high risk areas and touch points sanitised.

The cleaner should be provided with suitable disposable PPE Bin bags to be secured and placed in the Biffa bin

The cleaner should fill in a log book of cleaning carried out.

4.2 Individual risk assessments and procedures required from each user group.

Each regular user group must complete a risk assessment and action plan relevant to their particular activity in the hall. This will include mitigating risks of person to person contamination. The user must keep a log of attendees and retain for 21 days A copy of the plan must be provided to the Hall Management Team for approval. User groups to be advised that all activities are at their own risk.

4.3 Guidance notes required for casual users such as parties.

All casual users will need to meet current Diocesan and Government guidelines regarding social distancing in community spaces. At the present time this rules out children's parties where it is impossible to manage social distancing.

Additional Guidance Notes

Cleaning

After every activity the area or areas used must be cleaned. In addition to routine cleaning, high risk areas and touch points must be sanitised with an anti-viral surface disinfectant. This includes door handles and door finger plates. Any tables and chairs used should be cleaned. (Users advised to leave out after use)

All areas of the toilets should be cleaned and bins emptied and bags put in the Biffa.

Cleaners must wear disposable gloves and apron. After each cleaning session they should be bagged and put in the Biffa.

Sanitisers

A sanitiser station should be sited in the entrance lobby. This can be a small table with alcohol based sanitiser and a covid 19 safety notice.

Safety Notices

Safety notices to be prominently sited around the hall complex highlighting hygiene requirements and the need to wash hands or sanitise hands on arrival and on leaving

