

Covid 19 Risk Assessment. All Saints Church Hartford, Church Room.

August 30th 2020

This risk assessment is based on the risk of COVID-19 transmission in the Church room, lobby, toilet and access to the kitchen for drinking water.

Church Assessors names: Paul Fearon, Pam Clark, Sue Craven

Date Completed: August 30th, 2020

Review date: March 2021

Area of Focus	Controls required	Addn Information	Action by	Completed
Access to church room	Entry through lobby	Social distancing in all areas	All users	Ongoing
Preparation before use	Buildings have been aired. Water systems are flushed. Heating and electrics checked	Regular cleaning between events. Boiler has been serviced and electrical check completed	Sue Craven Church cleaner Qualified engineers	Ongoing July 2020 Summer 2020
Informing users	Contact by telephone. Put information on church website.	Contact website manager	Paul Fearon	By 21 st September
Preparation of the room before letting	Review C of E guide on church cleaning	Cleaner to be briefed Room to be aired	Church wardens	Done
	Review Guide on face coverings, signage and compliance	Signage to be produced	Church wardens	Before first letting
Manage flow of people in and out of room	Use Church room door and have fire exit clear for emergencies. Close off church	Socially distanced entry via lobby No entry notice on door	Course or meeting leader Church wardens	At each event By 21 st September
Manage 2 metre spacing in the room	Tables to be set out as per plan and left in place at the end of session	If no tables required chairs to be 2 metres apart. Max number 14	Sue Craven Course leader	Ongoing
Manage safe practices	Limit access Position Hand sanitisers and wipes Put up notices if needed	No entry signs, masking tape On table in lobby Only one toilet to be used	Pam Clark Course leader to provide (or Pam Clark) Church wardens	Before 1 st October On day of course

	Provide hand washing facilities	Soap, paper towels and bin in disabled toilet	Church wardens/cleaner Course leader to enforce use	Ongoing
Use of Kitchen	No food or drink to be prepared or served on site Cupboards and fridge to be taped off.	Participants to bring own refreshments. Drinking water tap will be available but no cups.	Participants to bring own refreshments and drinking receptacles. To be taken home.	All users at each event
Waste disposal	Waste bin in lobby and toilets to have new bin liner	Course leader to remove and take away. We do not have a waste collection service at church.	Sue Craven to check and remove if not done and cleaner to check when she is there.	After each letting
Cleaning after use	Timetable cleaner to come in if a 72-hour window is not possible between lettings.	Cleaner will be organised on a regular basis.	If cleaning of room not possible the church room will not be open to church. Toilets to be alternately opened to facilitate.	As required
Provision of cleaning materials	Suitable cleaning materials to be purchased		Pam Clark and then new church warden	As needed
Cleaning the room after known exposure to someone with Covid 19 symptoms	Close the church building for 72 hours	Deep clean all affected areas	Cleaner Monitored from a distance by Church wardens	ASAP after alert is raised
Track and trace if symptomatic person notifies	Need to contact all attendees and church officers.	Take all names, email addresses and telephone numbers of attendees	Course leader	At each event