**St James’s the Great Church Winscombe**

**Covid-19 Risk Assessment by User.**

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| **Organisation** |  | | |
| **Assessment carried out by** |  | **Date of Assessment** |  |

All groups, organisations or societies hiring St James’s Church Hall must protect its members from harm. This includes taking reasonable steps not only to protect them, but also other groups which may follow, from coronavirus. This is called a COVID-19 risk assessment and it will help us all manage risk and protect people visiting the Church Hall.

Each group and activity is different - you need to think through the hazards and controls required for your group/activity for yourself – e.g. in terms of the particular membership, activities, equipment or spaces used.

Keep a register of group members’ phone numbers and/or email addresses to facilitate contact tracing. Ensure all know why you have the data, keep it secure and erase when no longer needed following GDPR requirements.

This Template can be used to help ensure the key areas required by the St. James’s Church Hall Risk Assessment and Special Conditions of Hire have been covered. Extend on to other pages if needed.

Once completed, the actions listed in the Risk Assessment will need to be monitored to ensure that what has been put in place is working as expected.

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| **Details of Area or Activity Assessed:** |

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| **Coronavirus Control Measures to be adhered to by all users.**  On entering the hall, the church administrator and visitors must wash their hands thoroughly for at least 20 seconds using soap and water or use the sanitiser provided in the entrance foyer. On leaving, any surfaces touched must be wiped down with Antiviral Surface Cleaner or sanitising wipes, which must then be bagged and taken away for safe disposal.  Users and hirers of the hall have responsibility for managing risks arising from their own activities when they have control of the premises, and should take account of any guidance relevant to their specific activity or sector.  They must provide the hall management with a copy of their own Risk Assessment before they will be allowed to use the hall. Measures should include COVID-19 hygiene controls, strict adherence to social distancing, limitations on social interactions and recording of attendees for NHS test and trace, with records kept for at least 21 days.  Before leaving the hall they must thoroughly clean the toilets, and the kitchen if used, and wipe down any surfaces touched with Antiviral Surface Cleaner or sanitising wipes, which must be bagged and taken away for safe disposal.  If any of the upholstered chairs are used they must be stacked no more than 5 high and left stored in the designated quarantine area, with a notice stating the date when used. They will be quarantined for 72 hours. If the plastic chairs have been used they must be sprayed with Antiviral Surface Cleaner, left for 5 minutes, then wiped down with a damp cloth, and then stacked and stored. The same procedure should be followed if the Gopak tables have been used. If the card tables have been used they must be returned to their trolley, and a notice put on them stating the date when used. They will be quarantined for 72 hours.  When making a booking for the use of the hall, hirers must allow extra time for cleaning before leaving.  If any person using or visiting the hall subsequently tests positive for COVID-19, the hall management must be informed immediately. The hall will be closed and deep cleaned. |
| **Additional Control Measures for User’s Activity.** |
| **Church Hall and Equipment Cleanliness** |
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| **Social Distancing** |
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| **Respiratory Hygiene** |
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| **Hand Cleanliness** |
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| **If someone falls ill with Covid 19 symptoms** |

UK Government Guidance advises that: “A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.“