

St James's the Great Church Winscombe

Risk Assessment

Assessment Number	STJ 011	Date of Assessment	31 st July 2020
Assessment carried out by	Douglas Ogram	Review Date	30 th June 2023

Details of Area or Activity Assessed Reopening of St James's Church Hall following easing of COVID-19 restrictions

Entrance Hall, Administrator's Office, Toilets, Main Hall, Refreshment Area, Kitchen, Rear Storage Room, Utilities and Sound Equipment Room off the Rear Storage Room and the large Storage Cupboard off the Main Hall.

Details of Hazards and Persons Affected

Fire

Sources of ignition include the electrical installation and portable electrical appliances, gas cooker, gas multi point water heater, gas space heaters and candles used during church services. Arson.

Hazards include potentially fatal or serious injuries from burns and asphyxiation, and property damage.

Vermin and insect infestation during lockdown

Hazards to health due to contact with infestation.

Vulnerable adults and children

Safeguarding issues

Coronavirus

Potentially life-threatening infection.

Persons affected include hirers of the hall, church administrator, cleaners, participants and attendees at meetings, functions and events, including church services.

Control Measures

Fire

The Control Measures for fire are detailed in Risk Assessment STJ 004 dated 1st June 2019.

Vermin and Insect Infestation

The Church Hall will be thoroughly cleaned and disinfected before it is reopened.

Vulnerable adults and children

Hirers must have a current Safeguarding Policy.

Control Measures

Coronavirus

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.