

Risk assessment: Risk of Catching COVID-19

Venue: St John's Church and Community Centre, Muxton	Assessor's name: St John's Building Management Team	Date completed: 16/4/21	Next review date: 29/8/21
---	--	--	--

1 large hall
 2 Side Rooms
 5 toilets (Men's (1) Ladies (3) Disabled (1))
 Lounge area
 Kitchen
 Office

PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings	One point of entry to the church building	Hand sanitising on entry	LT/KM	May 2020 LT
	Lone working policy in place.	All who are on duty in church to carry mobile phone with them incase of an emergency		
	Buildings have been aired.		LT	Mon and Fri since April 2020 - LT
	Check for cleanliness.	Deep clean carried out end of March and beginning of April	LT/KM	Every Mon and Fri - LT
Preparation of the Church for public worship/community use	Confirm that all steps have been carried out before anyone else accesses the building.		LT	1/7/20 - LT
	Review CofE guide on cleaning church buildings.		LT/KM	
	Capacity: 1m social distancing is in place. Booking system maybe required. The max number of individually seated people in the main		LT/Hall hirers	On going

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	<p>hall is 45, if sitting 1m apart. If couples/ families/bubbles attend this can be increased as long as relevant social distancing is maintained between each family/bubble. Numbers may vary slightly.</p>			
	<p>Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.</p>	<p>Main entrance advised to be entry to the right of church passing through gate via kitchen and entry through emergency exit doors and exit via main entrance.</p>	LT	Is put in place whenever church is open - LT
	<p>Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>Where possible <u>and safe to do so ie young peoples groups</u>, as many doors (and windows) internal and external to be opened when church/community centre in use</p>	LT	LT ongoing
	<p>Walk through the church to plan for physical distancing in seats, aisles, including safe flow of visitors. 1m in all directions from each person is still recommended where possible.</p>		Building Management	31/7/20 LT
	<p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p>			
	<p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p>	<p>One way system signage on floor</p>	LT	
	<p>Determine placement of hand sanitisers available for visitors to use.</p>	<p>Entry and Exit with clear signage when church open.</p>	LT	1/7/20 - LT
	<p>Determine if temporary changes are needed to the building to facilitate social distancing</p>	<p>Chairs Moved as appropriate</p>	LT/KM	Ongoing
	<p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.</p>		LT	On going

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes on a regular basis.	Cleaner booked to attend after high footfall of venue	LT/KM	On going
	Check that handwashing facilities/toilets have adequate soap provision and paper towels, and a bin for the paper towels.	All toilets filled with soap/restocked with handtowels and bins emptied on a regular basis. At least 1 a day when church/community centre is being used	LT/KM	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		LT/KM	Ongoing
Cleaning the church during hire period.	Please ensure you have the relevant cleaning materials for maintenance during your hire period. Extra cleaning materials are available in the cleaning store cupboard (next to ladies toilets)		Hirer	
FYI - Cleaning the church after known exposure to someone with Coronavirus symptoms (Please advise the Church Administrator if you have any known exposures)	If possible close the church building for 72 hours with no access permitted.	Signage in place to ask those with symptoms not to enter the building. If they develop symptoms while in the building to inform the duty person and go home immediately. The duty person will then contact the vicar and/or the wardens and close the church immediately.	LT	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Paid caretaker to come in after to deep clean. If unavailable BM to step in.	LT/KM	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Normal weekly routine will apply	LT/KM	

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
During your event/group meeting	Encourage to leave straight after event and continue conversations outdoors.		Hall hirer/Leader	
	Discourage mixing outside of their household/bubbles		Hall Hirer/Leader	
Advice on Face Masks	Advice that anyone entering the building should wear facemasks unless medically exempt from doing so.	Signage in place and individuals advised	LT/Hall Hirer	
Singing	No choir/upfront singing during National lockdown – please follow national/local guidlines.			
Providing Food	We recommend hirers who are catering to have an up to date basic food hygiene certificate.			

Inc. How to clean after a possible COVID infection

LT Lesley Trotman – Administrator and Weekend Caretaker/Cleaner

KM Kelly MacKay – Midweek Caretaker/Cleaner

BM Building Management Team

General cleaning guidance copies given to LT/KM and BM

Risk assessment: Risk of Catching COVID-19

Cleaning after a possible COVID scare

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
 - or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Risk assessment: Risk of Catching COVID-19

Venue: St John's Church and Community Centre, Muxton	Assessor's name: St John's Building Management Team	Date completed: 01.07.20	Next review date: 29/8/21
---	--	---	--

1 large hall
 2 Side Rooms
 5 toilets (Men's (1) Ladies (3) Disabled (1))
 Lounge area
 Kitchen
 Office

PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings	One point of entry to the church building	Hand sanitising on entry	LT/KM	May 2020 LT
	Lone working policy in place.	All who are on duty in church to carry mobile phone with them and able to contact vicar/wardens		
	Buildings have been aired.		LT	Mon and Fri since April 2020 - LT
	Check for cleanliness.	Deep clean carried out end of March and beginning of April	LT/KM	Every Mon and Fri - LT
	Ensure water systems are flushed through before use.	Taps run for 5mins and toilets flushed every Monday and Friday during lockdown	LT	Every Mon and Fri - LT
	Switch on and check electrical and heating systems if needed.		LT	Every Mon and Fri - LT
Preparation of the Church for public worship/community use	Confirm that all steps have been carried out before anyone else accesses the building.		LT	1/7/20 - LT

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	Review CofE guide on cleaning church buildings.		LT/KM	
	<p>Capacity: 1m social distancing is in place. Booking system maybe required.</p> <p>The max number of individually seated people in the main hall is 45, if sitting 1m apart. If couples/ families/bubbles attend this can be increased as long as relevant social distancing is maintained between each family/bubble. Numbers may vary slightly.</p>		LT/Hall hirers	On going
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Main entrance advised to be entry to the right of church passing through gate via kitchen and entry through emergency exit doors and exit via main entrance.	LT	Is put in place whenever church is open - LT
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Where possible <u>and safe to do so ie young peoples groups</u> , as many doors (and windows) internal and external to be opened when church/community centre in use	LT	LT ongoing
	Remove or isolate children's resources and play areas	No access to side rooms where items located – Display Notices on doors to say No Entry	LT	1/7/20
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Recommended 1m in all directions from each person.		Building Management	31/7/20 LT
	Clearly mark out seating areas including exclusion zones to maintain distancing.			
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing	One way system signage on floor	LT	

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	requirements.			
	Limit access to places where the public does not need go.	Signage/lock doors. Clear signs	LT	1/7/20 - LT
	Determine placement of hand sanitisers available for visitors to use.	Entry and Exit with clear signage when church open.	LT	1/7/20 - LT
	Determine if temporary changes are needed to the building to facilitate social distancing	Chairs Moved as appropriate	LT/KM	Ongoing
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		LT	On going
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Cleaner booked to attend after high footfall of venue	LT/KM	On going
	Check that handwashing facilities/toilets have adequate soap provision and paper towels, and a bin for the paper towels.	All toilets filled with soap/restocked with handtowels and bins emptied on a regular basis. At least 1 a day when church/community centre is being used	LT/KM	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		LT/KM	Ongoing
	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		LT	LT
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Extra provision in place to be a lone worker	LT	LT

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	All cleaners provided with gloves (ideally disposable).		LT	LT in place
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Stock in cleaning cupboard – replenished as and when	LT/KM	LT/KM ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Paid Caretaker/Cleaner	LT/KM	LT/KM ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily when building in use or more frequent if large footfall	LT/KM	LT/KM Ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Signage in place to ask those with symptoms not to enter the building. If they develop symptoms while in the building to inform the duty person and go home immediately. The duty person will then contact the vicar and/or the wardens and close the church immediately.	LT	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Paid caretaker to come in after to deep clean. If unavailable BM to step in.	LT/KM	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Normal weekly routine will apply	LT/KM	
Attending Church	Encourage congregation to leave straight after the service and not to stay and chat.		LT/Vicar/Leader	LT/Vicar/Leader
	Encourage no mixing of anyone outside of their household/bubble		LT/Vicar/Leader	LT/Vicar/Leader

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	All must wear face coverings unless medically exempt from doing so.		LT/Vicar/Leader	LT/Vicar/Leader
Leading in Church	During National lockdown no part of the service to be led from the church building.		LT/Vicar/Leader	LT/Vicar/Leader
Advice on Face Masks	Advice that anyone entering the building should wear facemasks	Signage in place and individuals advised	LT	LT 31/7/20
Singing In Church	No choir/upfront singing during National lockdown – please follow national/local guidelines.			
	A maximum of 4 people to sing as a choir. They should be sat least 1 metres apart.			
	When singing is permissible. Quiet singing under Face masks is allowed.			
	Adequate ventilation is to be provided by leaving open the exit doors.			
	Hymn books must be touched by only one person and must be quarantined for 72 hours after use.			
Celebrating Holy Communion	Communion for all except the president will be in one kind only. The president will celebrate at the communion table			
	The person laying out the elements must sanitise their hands before touching any of the elements and their containers.			
	The elements will remain covered during the consecration prayer.			
	The President will sanitise his hands at significant points during the consecration prayer. 1. Before removing the main covering.			

Risk assessment: Risk of Catching COVID-19

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
	2. Before breaking the bread. 3. After putting on a face mask and before distributing the bread.			
	Either (Instructed by service leader) 1. Bring your own bread and wine and administer to yourself or 2. Communicants will come up to the stage area one by one keeping a gap of 2 metres. They will wear face masks and only remove them once they have received the bread. They will replace their face masks and return to their seats. The president will place the bread in their hands without touching their hands.			
	The president will consume the remaining elements. The vessels are then thoroughly cleaned and quarantined for 72 hours.			
Providing Food	No food/drinks to be served at Church events until further notice. Up to date Food Hygiene certificate will be required.			

Inc. How to clean after a possible COVID infection

LT Lesley Trotman – Administrator and Weekend Caretaker/Cleaner

KM Kelly MacKay – Midweek Caretaker/Cleaner

BM Building Management Team

General cleaning guidance copies given to LT/KM and BM

Risk assessment: Risk of Catching COVID-19

Cleaning after a possible COVID scare

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - or
 - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.