

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: Jan 2022
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1 large hall, 2 Side Rooms, 5 toilets (Men's (1) Ladies (3) Disabled (1), Lounge area, Kitchen and Office

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
PLEASE FOLLOW NATIONAL/LOCAL GUIDELINES				
Access to church buildings and Public worship/community use	During busy times to ease flow of people there is an option to have one point of entry to the church building is recommended. Entry is recommended to be to the right of church passing through gate, via kitchen and entry through emergency exit doors and exit to be the main entrance to avoid contraflow of people going to the toilet.	For safety reasons during bad weather and/or GMT (darker nights) the main entrance is recommended for entry and exit. Hand sanitising on entry	LT/CC	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 to be well ventilated.	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	On going
	Capacity: 1m social distancing is recommended. The max number of seated individuals in the main hall is approx 80, if sitting 1m apart. Numbers can vary taking into account couples/ families/bubbles/room set up/tables etc. Hirers may exceed this number if they take full responsibility and any decision made will take into account risk management and to ensure their members are aware of this.			LT/Hall hirers

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	Walk through the church to plan for physical distancing in seats, aisles, tables etc. 1m in all directions from each person is still recommended where possible.		Building Management/Hall Hirer	31/7/20 LT
	Determine placement of hand sanitisers	Minimum: Entry and Exit with clear signage when church open.	LT/ Hall Hirer	1/7/20 - LT
	Determine if temporary changes are needed to the building to facilitate social distancing	Chairs Moved as appropriate	LT/CC/ Hall Hirer	Ongoing
	Put up notices to remind visitors about important safe practices e.g. hand washing etc.		LT	On going
	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/CC/ Hall Hirer	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/CC/ Hall Hirer	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		LT/CC/ Hall Hirer	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)	Advise the Cleaner/Caretaker and Administrator of any known cases...time and date if possible	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	LT/CC/ Hall Hirer	

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		person will then contact the vicar and/or the wardens and close the church immediately.		
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	We recommend that facemasks are worn in the building unless medically exempt from doing so. Masks may be removed when seated.	Signage in place and individuals advised	LT/Hall Hirer	
Singing	Whilst indoors wear facemasks to sing. Please follow national/local guidelines			
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

CC Midweek Caretaker/Cleaner

BM Building Management Team

General cleaning guidance copies given to LT/CC and BM

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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.

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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.

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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.