

## ST ANDREWS PSALTER LANE CHURCH

### Opening Shirley House for Community Group Use Covid 19 Risk Assessment

Draft 2 5<sup>h</sup> August 2020

Aim Prevent spread of virus in building by operating it in Covid 19 secure manner

Those at risk All who enter building

#### Risk Assessment

Who	Hazard	Severity	Precautions to reduce risk to LOW
Management	Contact with virus via surfaces or by inhalation	High	<ul style="list-style-type: none"> <li>- Ensure that hirer / prganiser is aware of requirements set out below</li> <li>- Undertake daily cleaning of touch surfaces in hall way and all areas used</li> <li>- Maintain adequate supplies of hand sanitiser, disinfectant wipes etc in hall and for hirers to use.</li> <li>- Sign areas that are not to be accessed</li> <li>- Ensure that hirer/organiser carries out an adequate risk assessment</li> <li>- Capacity of room 1: 20 singles; Room 3 12 singles</li> <li>- Kitchen not to be used</li> <li>- Designate toilets to be in use</li> <li>- Set out rooms according to requirements and store used furniture for at least 72 hours before it is reused.</li> <li>- Ware gloves when handling used furniture</li> </ul>
Room hirer / organiser			<ul style="list-style-type: none"> <li>- Ensure that activity is carried out in compliance with current advice.</li> <li>- Currently large gatherings and indoor performances of drama, music and comedy before a live audience are prohibited,</li> <li>- Carry out a Risk Assessment and list mitigation actions to ensure that risks of contagion are minimised. This must be approved before activity can take place.</li> <li>- Do not enter if you or anyone in bubble has symptoms of Covid or flu, is instructed to isolate or is in a vulnerable category (ie over 70* or health issues)</li> <li>- On entering wash or sanitise hands thoroughly</li> <li>- Maintain 2m spacing from anyone outside your bubble at all times. Do not mingle.</li> <li>- Advise participants of correct arrival time to avoid meeting people leaving the building.</li> <li>- Advise participants to notify Debbie Thirtle (Caretaker) if they develop symptoms after attending the meeting.</li> <li>- Ensure participants move directly from the entrance to their seat and to the exit without queueing.</li> <li>- Ware face covering.</li> <li>- Record attendees' names and contact details and keep this for 21 days after the</li> </ul>

		<p>event.</p> <ul style="list-style-type: none"> <li>- Ensure seating is suitably spaced to ensure 2m spacing between bubbles (groups in same bubble may sit together)</li> <li>- Room user to clean touch surfaces after use using disinfectant spray and wipes.</li> <li>- Do not enter corridors, stairs etc less than 2m wide if someone is already there.</li> <li>- Toilets to be accessed by one person at a time and user to clean surfaces touched with disinfectant wipes</li> <li>- Wash hands frequently / Use hand sanitiser</li> <li>- Avoid touching surfaces and equipment: Some doors to be wedged open.</li> <li>- No food or drink to be consumed.</li> <li>- Catch coughs and sneezes in paper hankie (and dispose) or crook of arm. Wash or sanitise hands afterwards</li> <li>- Monitor and advise attendees to ensure safety</li> <li>- Wear gloves to handle money</li> <li>- User to clean room after use</li> </ul>
Attendees		<p><b>All:</b></p> <ul style="list-style-type: none"> <li>- Do not enter if you or anyone in bubble has symptoms, is instructed to isolate or is in a vulnerable category (ie aged over 70* or health issues)</li> <li>- Do not enter if people are exiting the building. Wait until you can enter without queuing.</li> <li>- On entering wash or sanitise hands thoroughly (sanitiser in hallway)</li> <li>- Maintain 2m spacing from anyone outside your bubble at all times. Do not mingle with anyone outside your bubble.</li> <li>- Wear face covering</li> <li>- Move directly from the entrance to your seat and at the end of the meeting wait in your seat until you can leave without queueing.</li> <li>- Provide organiser with name and contact details (to be confidential and kept for 3 weeks)</li> <li>- Move quickly from entrance to seat.</li> <li>- Store clothing and other belongings under seat (NOT on other seats)</li> <li>- Catch coughs and sneezes in paper hankie (and dispose) or crook of arm and wash/ sanitise hands.</li> <li>- Toilets to be used by one person at a time, and user to clean touched surfaces with disinfectant wipes.</li> <li>- No eating, chanting or singing aloud</li> <li>- Books, pens and anything else that has been touched by someone should be quarantined (by placing in sealed storage box or bag) for at least 48 hours before being handled by anyone else.</li> </ul>

## **SAPLC Actions**

### **Preparation**

- Cleaning according to guidelines.
- Source sanitiser, paper towels, disinfectant wipes DT
- Print notices (Covid Awareness, 2m spacing at all times, Move directly to seat in meeting room, Do not linger in hall or entrance; Wash / sanitise hands, Catch coughs and sneezes, Wait in seat until can leave room/building without queuing; No entry to kitchen
- Provide guidance and sample risk assessment

\* Older people are more at risk from Covid. C of E advice is for people over 70 is that they should discuss the risks with the Minister.