

Coronavirus Risk Assessment

You must modify this risk assessment to ensure it reflects your Venue and the specific risks and controls you have in place.
(The term Hall is used for any building or area rented or hired that is not the main body of the church)

Location/Dept: St Anne's Community Centre, Buxton			Date Assessed: 10/10/2020			Assessed by: M Swift				
Task/Activity: Halls being used by third parties						Reference Number: HaTP 0720 v1				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Venue Use	Contact with persons suffering from coronavirus	All who use the venue	5	5	25	<p>Emergency Action Plan (EAP) in place and communicated to all hirers and venue staff/ volunteers, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the venue.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, Hirers, employees and volunteers are strongly recommended to take part in the government's testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p>	3	5	15	<p>EAP printed and displayed in main hall and Hardwick room.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Group organisers will be issued with a copy of the EAP and risk assessment, and with an additional guidance document that must be agreed and signed.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Limits for activities should be decided on the basis of the capacity of the venue following a risk assessment and the limits advised for activities.</p> <p>Social distancing should be strictly adhered to</p>

					<p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended legislation and practice.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>People are to stay at home and self-isolate if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.</p> <p>Individuals who are extremely clinically vulnerable should continue to follow the government's advice on this.</p> <p>If anyone becomes unwell with symptoms of COVID-19 in a hall, they should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital. The Hirer should notify the parish of this.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>			<p>Social distancing signs are displayed around the centre. https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Test and trace QR code displayed at the entrances/exits and around the centre. The following records will be kept: Hire agreements including any changes Insurance documentation Covid-19 risk assessments 3rd party hirer checklist Signed hirer declaration</p> <p>https://www.nhs.uk/conditions/coronaviruses-covid-19/testing-and-tracing/</p> <p>The government has launched an NHS Test and Trace service to manage the risk of the virus re-emerging. The service:</p> <ul style="list-style-type: none"> • Provides testing for anyone who has symptoms of COVID-19 to find out if they have the virus; • Gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and • Alerts those contacts, where necessary, and notifies them that they need to self-isolate to help stop the spread of the virus. <p>Further information can be found online including for contacts of people with possible or confirmed COVID-19 infection who do not live with the person and for places of work.</p>
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										<p>The opening up of public places following the COVID-19 outbreak is being supported by the NHS Test and Trace service. In line with other government guidance for other venues, you should assist this service by keeping an accurate temporary record of attenders for 21 days, in a way that is manageable for your activity, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks.</p> <p>The government will work organisations to make the process for recording your attenders compliant with data protection legislation and as manageable as possible, including the development of digital solutions.</p>
Venue activities	Contact with persons who may have been exposed to coronavirus	All users	5	5	25	<p>It is up to each venue to assess the level of risk, and venues may choose to delay opening if they do not feel they are able to safely do so under current social distancing measures.</p> <p>Once activities are ended, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. If appropriate, you should reconfigure spaces to enable people to be seated rather than standing which reduces the risk of contact.</p> <p>All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned using standard cleaning products. See guidance. Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening for the first time. Frequently-used objects, surfaces or spaces, including for example doorways between outside and inside spaces, should be given particular attention when cleaning.</p> <p>'Staying COVID-19 Secure in 2020' poster to be displayed at entrance.</p>	3	5	15	<p>The hall has been assessed and there will not be any crossover of groups i.e. there will only be one group in the centre at a time to avoid the risk of transmission. The only groups using the centre are those allowed as in Gov.uk guidelines:</p> <p>Youth Playschool Support groups Exercise</p> <p>Groups will be required to provide a copy of their own Covid-19 risk assessment and PLI.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>'Staying COVID-19 Secure in 2020' sign displayed in entrance area</p>

					<p>The venue will advise to maintain two metres where possible (or one metre with risk mitigation where two metres is not viable) between households while arriving at and departing and during activities. In an emergency, for example an accident or fire, people do not have to apply the social distancing rule if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, the Hirer will be responsible for assessing if the activity needs to proceed, and what mitigating actions need to be in place. Further mitigating actions could include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side seating whenever possible; and • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>The venue will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points and will not use touch-based security devices such as keypads.</p> <p>The venue will service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p>			<p>Limits for activities should be decided on the basis of the capacity of the venue following a risk assessment: All groups will be advised of the maximum numbers for each room and be required to sign an updated agreement that cleaning of all hand contact areas (by their group) must be cleaned before and after every session. The Document checklist will be completed, signed a copy retained, and a copy emailed to: property.assistant@dioceseofnottingham.uk</p> <p>Groups will have access to the centre and allowed sufficient time for this to take place.</p> <p>Social distancing should be strictly adhered to (see 'Social distancing'). Updated agreement will be issued to and signed by group organisers that social distancing must be adhered to. Signs also displayed throughout the centre.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Each group will be advised of the availability of sanitiser at the entrance/exits of the centre and hand washing in the toilet facilities.</p>
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					<p>The venue will open windows and doors frequently to encourage ventilation, where possible.</p> <p>Social distancing</p> <p>All those using a venue should follow the guidelines on social distancing including:</p> <ul style="list-style-type: none"> • Where possible, adhere to social distancing of at least two metres (or one metre with risk mitigation where two metres is not viable) between households. For frequently used places, mark areas using floor tape or paint to help people maintain social distancing. • You should consider and set out the additional mitigations you will introduce in your risk assessment. These could include, for instance, avoiding any face-to-face seating by changing layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, and closing non-essential social spaces. • Queue management is important so that the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a venue, including the introduction of socially distanced queuing systems. • All activities should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the transmission of the virus. There should only be a closer distance when absolutely 				<p>Cleaning materials and PPE have been provided.</p> <p>One-way system operational.</p> <p>Maximum numbers for each room are displayed in the venue and organisers will be advised in the additional agreement.</p> <p>We will advise that windows and doors should be open to improve the ventilation.</p> <p>Group organisers will be advised that social distancing is in place and the requirement to adhere to advice issued by UK Government.</p> <p>Updated agreement will be issued to and signed by group organisers that social distancing must be adhered to. Signs also displayed throughout the centre to allow 2m for social distancing wherever possible.</p> <p>Floor marking used in the entrance area and the ladies toilet.</p> <p>Groups will be advised that wherever possible they should use side by side seating to minimise the risk of transmission.</p> <p>Only one group will be using the centre at a time, with limited numbers, therefore queue management will not be required.</p> <p>Groups can use separate entrances/exits, again to reduce the risk of transmission.</p>
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					<p>essential and time spent in contact should be kept to an absolute minimum.</p> <p>Other mitigations to support social distancing could include:</p> <p>Those leading the activity reminding people of the importance of social distancing and hygiene.</p> <ul style="list-style-type: none"> • Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of activities this could include leaving one row at a time, in order to prevent crowding at entry or exit points. • Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion. • Staggering arrival and departure times will reduce the flow at exits and entrances as well as reduce any impacts on public transport. Providers could also consider introducing a booking system to help facilitate this. You may want to consider how prioritisation could be given to people who may have a specific need or requirement. • Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as those with physical disabilities. • Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission. Consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate. <p>Capacity</p>				<p>One-way system in operation to allow for visits to the toilets and to an alternative exit.</p> <p>Kitchen/one toilet will be out of use for all groups except the Playschool, who are responsible for cleaning these areas.</p> <p>Group organisers will be encouraged to remind attendees that they must adhere to social distancing. Signs are displayed throughout the centre.</p> <p>There is a one-way system in operation and signs are displayed. Group organisers will be advised of the need to use the one-way system when attendees are using the toilet facilities. Crossover of groups has been minimised by ensuring that groups do not arrive and leave at the same time. There is a facility for a one-way system to include both entrance and exit using the front fire door/Hardwick Room fire door if this is necessary in the future, which can both be used by someone with physical disabilities. The use of the one-way system is included in the additional user agreement that must be signed by the group organiser.</p> <p>Group organisers will also be encouraged to open windows/doors to increase the ventilation of the rooms they are using.</p>
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						<p>The size and circumstance (including ventilation) of the premises will determine the maximum number of people that can be accommodated whilst also facilitating social distancing; this may therefore be lower than the maximum number of people who can attend activities under government guidance.</p> <p>The safe number of people has been decided by the venue manager/parish.</p> <p>In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas have been taken into account (such as entrances, exits) and, where possible, alternative or one-way routes introduced.</p>				<p>There will only be one group at a time using the centre.</p> <p>Maximum numbers have been worked out using the recommended formula and following government guidelines.</p> <p>These are displayed in the centre and are stated in the additional agreement that organisers will sign. where this number is considerably less, alternative provision (a larger room) will be offered.</p>
Venue activities	Contact with persons who may have been exposed to coronavirus	Children	5	5	25	<ul style="list-style-type: none"> • Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Venues can help remind children and young people, and their parents and guardians, of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus. Posters on general hand hygiene can be found on the eBug website. • Any shared facilities for children, such as play corners, soft furnishings, soft toys, and toys that are hard to clean, should be removed and/or put out of use. • Outdoor playgrounds are permitted to open where venue managers risk assess that it is safe to do so. See relevant guidance. Particular attention should be paid to cleaning frequently touched surfaces by children and those that are at child height. 	4	5	20	<p>Currently there are no children's groups (apart from the playschool) using the centre.</p> <p>Best practice hand wash/sanitiser signs are displayed near the sinks and sanitiser.</p> <p>The playschool are operating at a much-reduced level and are responsible for cleaning their own areas and the communal areas that they use in the centre. They have a dedicated entrance/exit. They have sole use of the kitchen and the accessible toilet to reduce the risk of transmission.</p>

Working in the office area of the venue	Contact with packages or items handled by persons who may have been exposed to coronavirus	All Users	5	5	25	<p>The venue will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Reviewing layouts and processes to allow people to work further apart from each other. • Using floor tape or paint to mark areas to help workers keep two metres apart (or one metre with risk mitigation where two metres is not viable). • Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face. • Only where it is not possible to move workstations further apart, using screens to separate people from each other. • Managing occupancy levels to enable social distancing; and • Avoiding the use of hot desks and spaces and, where not possible (for example, call centres or training facilities), cleaning and sanitising workstations between different occupants, including shared equipment. • Using remote working tools to avoid in-person meetings. 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>No work stations/hot desks. There are currently no meetings taking place; online meetings are currently being used for Parish groups. Maximum room occupancy is included in the additional user agreement and users instructed not to go over this limit. Group organisers will be encouraged, where applicable, to seat attendees side by side rather than face to face.</p>
Venues activities	Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective	Cleaners, Hirer	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Signs have been displayed informing users to follow the recommended guidance. Bin bags are provided.</p>

	equipment (PPE), etc.									
Use of facilities	Contact with persons suffering from coronavirus – Visitors and users	All users	5	5	25	<p>The venue will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible, including displaying a cleaning schedule (so that it's visual) and use of social distance markings in areas where queues normally form. To enable good hand hygiene, making hand sanitiser available on entry to toilets where safe and practical, and ensuring suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), are available. Communal towels should be removed and replaced with single-use paper towels. Introducing enhancing cleaning for busy areas including door handles and rails. Providing more waste facilities and more frequent rubbish collection. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day; and Keeping the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so. 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Signs showing good handwashing techniques are displayed above the sinks in the toilets and kitchen. Cleaning schedule for users will be issued. Regular cleaner uses a cleaning checklist.</p> <p>Hand washing facilities, including hand dryer/paper towels, are available in the toilets. Sanitiser is available at the entrance/exit. Additional sanitisers will be placed in each room. Organisers will be directed to empty and double bag the bin bags before disposal.</p> <p>In addition to the cleaning by each group, the centre is cleaned twice weekly, and increased attention paid to hand contact surfaces. Group organisers will be advised to leave doors and windows open.</p>

						<ul style="list-style-type: none"> Using a Cleaning sign off chart for the venue/ key areas for checking off between groups. 				<p>Cleaning sign off chart will be used by group organisers. These will be collated in the parish office.</p>
Venue activities	Contact with persons suffering from coronavirus – wearing of PPE	All users	5	5	25	<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>As the venue is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this venue will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is mandatory in enclosed public spaces unless the activity or individual is exempt from wearing one. it will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Those using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. Make sure the face covering covers the mouth and nose and fits well around the face. When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. Continue to wash their hands regularly. Change and wash face coverings daily. If the material is washable, wash in line with the manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Organisers informed of the requirement for attendees to wear a face mask; signs also displayed in the centre.</p>

Venue activities	Contracting and spreading of infection	All users	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose, or mouth if your hands are not clean. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Catch-Bin-Kill/Face-Mouth-Space signs displayed throughout the centre. QR code displayed.</p>
Venue activities	Contact with contractors to site	All users	5	5	25	<p>Contractors only allowed on site with others if the work cannot be completed at another time. Contractors provide a copy of their Covid Secure risk assessment as well as usual requirements.</p> <p>Contractors instructed to keep two metres (or one metre with risk mitigation where two metres is not viable) away from all other persons at all times.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>	2	5	10	<p>Contractors advised and COVID risk assessments requested.</p>
Venue activities	Multiple groups on site	All users	5	5	25	<p><u>Bookings will be reviewed and may need to be adjusted to reduce the numbers in the venue and to allow time for cleaning between groups.</u></p>	1	5	5	<p>Regular bookings have been reviewed and organisers will be informed of maximum numbers allowed in each room. Timing of bookings allows for cleaning before and after.</p>

						Parishes need to review and keep up to date a booking schedule noting any changes.				
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost venue)
4. High (major injury / damage, lost time venue interruption, disablement)
5. Very High (fatality / venue closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments
6/8/2020	C Scholes	Initial version for parishes to amend to their venue.
14/10/2020	M Swift	Venue specific risk assessment carried out

I have read the risk assessment and understand and accept its contents form part of my role. I will keep myself informed of any changes.
(Employee, volunteer, hirer etc to sign)

Name (Print)	Signature	Date