

## COVID-19 Risk Assessment for St Luke's Church Centre

A key part of the risk assessment has been to identify “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer.

Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government / local authorities; the Church of England and the governing body of your organization.
3. The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

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Area or People at Risk	Risks identified	Actions to take to mitigate risk	Date completed and any notes.
<p><i>Staff, contractors, volunteers and those attending event/activity –</i></p> <p>Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposal of rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>• Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stay at home guidance if unwell at entrance and in Main Hall.</b></li> <li>• <b>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</b></li> <li>• <b>Contractors provide their own.</b></li> <li>• <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>• <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></li> </ul>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p><i>Staff, contractors, volunteers and those attending event/activity –</i></p> <p>Think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<ul style="list-style-type: none"> <li>• Staff/volunteers who are either extremely vulnerable or over 70.</li> <li>• Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Those in the vulnerable category are advised not to attend events for the time being.</b></li> <li>• <b>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to</b></li> </ul>	<p>Staff, contractors, volunteers and those who have attended activities will be warned immediately if someone who has been on the premises tests positive for COVID-19</p>

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	<ul style="list-style-type: none"> <li>• Mental stress from handling the new situation.</li> </ul>	<p style="text-align: center;"><b>mitigate their risks, or whether they should cease such work for the time being.</b></p> <ul style="list-style-type: none"> <li>• <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></li> </ul>	
Car Park/paths/ exterior areas	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises.</li> <li>• Parking area is too congested to allow social distancing.</li> <li>• People drop tissues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2 metre distancing in place outside the entrance for queueing</b></li> <li>• <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></li> </ul>	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	<ul style="list-style-type: none"> <li>• Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify “pinch points” and busy areas.</b></li> <li>• <b>2 metre spacing in entrance area.</b></li> <li>• <b>One way system in place. Enter through main door and leave via marked gangway and fire exit..</b></li> <li>• <b>Door handles and light</b></li> </ul>	<p>Hand sanitiser checked twice weekly by cleaner, and refilled when necessary.</p> <p>Additional bins provided. Hirer to be responsible for tying bin bags and disposing of them in the black bin in the bin store near the cycle racks at the end of the hire.</p>

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		<p style="text-align: center;"><b>switches to be cleaned regularly.</b></p> <ul style="list-style-type: none"> <li>• <b>Hand sanitiser provided by hall</b></li> </ul>	
Main Hall	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>• Soft furnishings which cannot be readily cleaned between use.</li> <li>• Window blinds</li> <li>• Social distancing to be observed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Door handles, light switches, blind mechanisms, tables, chairs and other equipment used to be cleaned by hirers before and after hire.</b></li> <li>• <b>2m distancing to be followed with regard to room layout. To ensure this , hirers can choose from one of 4 layouts for the room. This will be set up before the hire and should be left at the end of the hire.</b></li> <li>• <b>Social distancing guidance to be observed by hirers in arranging their activities.</b></li> <li>• <b>Hirers to be encouraged to wash hands regularly.</b></li> </ul>	

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Upholstered seating Virus may remain on fabric.	<ul style="list-style-type: none"> <li>• Cannot readily be cleaned between use.</li> <li>• Frequent cleaning would damage fabric.</li> <li>• Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rotation of plastic/upholstered chairs between each hire. This will allow us to ensure that potentially contaminated chairs are not left out. The number of chairs set out will be restricted according the room layout you have selected.</b></li> <li>• <b>Avoid anyone else touching them unless wearing plastic gloves.</b></li> <li>• <b>Clean metal/plastic parts regularly touched.</b></li> <li>• <b>Ask those moving them to wear plastic gloves.</b></li> </ul>	
Small meeting rooms and offices	<ul style="list-style-type: none"> <li>• Social distancing more difficult in smaller areas</li> <li>• Door and window handles</li> <li>• Light switches Tables, chair backs and arms.</li> <li>• Copier.</li> <li>• Floors with carpet tiles less easily cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rooms 1 &amp; 2 will only be used as offices and not available for hie as social distancing will be more difficult in the space.</b></li> <li>• <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b></li> </ul>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.

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		<ul style="list-style-type: none"> <li>• <b>Rooms with carpeted floors not hired for keep fit type classes.</b></li> <li>• <b>Wipe shared copier etc.</b></li> </ul>	
Kitchen	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door and window handles Light switches Working surfaces, sinks</li> <li>• Cupboard/drawer handles.</li> <li>• Fridge/freezer</li> <li>• Crockery/cutlery</li> <li>• Kettle/hot water boiler</li> <li>• Cooker/Microwave</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kitchens are not available for use currently, as per Church of England guidance. Hirers to bring their own Food and Drink for the time being</b></li> </ul>	Sign on kitchen door to say that kitchen is closed.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> <li>• <b>Chairs/tables to be put out and away by caretaker and volunteers from church only. Storage room to be locked during hire.</b></li> <li>• <b>Gloves to be provided for doing this.</b></li> </ul>	One set of chairs to be kept in the music cupboard, one set out. To be swapped over after each hire, which should allow for 72 hours between use.

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Toilets	<ul style="list-style-type: none"> <li>• Social distancing difficult.</li> <li>• Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</li> <li>• Baby changing and vanity surfaces, mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></li> <li>• <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b></li> <li>• <b>engaged/vacant signage toilet entrance door, and posters to encourage 20 second hand washing.</b></li> </ul>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Dais/sound desk	<ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Lighting and sound controls</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers to wipe down equipment before use , taking care to wipe electrical equipment with a cloth rather than a spray</b></li> </ul>	

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Events	<ul style="list-style-type: none"> <li>• Handling cash and tickets</li> <li>• Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organisers arrange online systems and cashless payments as far as possible.</b></li> <li>• <b>For performances seats to be limited, booked in advance, 2 seats between household groups.</b></li> <li>• <b>Cash should be collected in a container and stored for 72 hours before counting. If it is necessary to give change, this should be handled by one individual wearing gloves</b></li> </ul>	