

Transmission of Covid 19 - Risk Assessment – Church Halls

Church: Christ Church, Southport.	Assessor's name: Dave Griffiths (Church Warden)	Date completed: 05.08.2020	Review date: 2 Weekly
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Area of Focus	Controls required	Action	Action by whom?	Completed – date and name	
Preparation and use of building to reduce risk of transmission of Covid-19.	Air quality – Adequate ventilation required	Doors to be opened before and remain open during events to provide adequate natural ventilation during use.	Group leaders	Ongoing	
	Restrict areas to be accessed	Prevent access to rooms not in use, ensuring that all emergency exit routes are available.	Church Team Group leaders	Ongoing	
	High risk surfaces	High-risk surfaces and touch points to be wiped with appropriate sanitiser spray or disposable wipes prior to each event if there has not been a 72hr stand down period from last use.	Church Team	Ongoing	
	The kitchen area will not be available.	Refreshments will not be available	Church Team	Ongoing	
	Limit numbers to comply with current legislation and reduced capacity.		Attendees to pre-book where possible, numbers of people entering the building must be monitored and doors closed to further entry when capacity is reached.	Group leaders	Ongoing
			Social groups limited to a maximum of 6 people in the room.	Group leaders	Ongoing
	Track and trace	Register names and contact numbers of those present and retain record for 21 days.	Group leaders	Ongoing	

Area of Focus	Controls required	Action	Action by whom?	Completed – date and name
		Contact Christ Church office immediately if alerted that someone who has attended an event later tests positive.		
Social distancing to reduce risk of transmission	Entering the building	<p>One point of entry via front main entrance into the building to manage flow of people</p> <p>All persons to wear face coverings whilst in the building, unless they have valid exemptions as follows;</p> <ul style="list-style-type: none"> • A physical or mental impairment, or a disability that means you cannot put on, wear, or remove a face covering. • If putting on, wearing or removing a face covering would cause you severe distress. • A child under the age of 11. • <p>All persons entering required to use hand sanitiser stations provided inside entrance.</p> <p>Signage posted informing of requirements for social distancing and observation of one-way system.</p>	All	Ongoing
	In the building	<p>Social distancing and One-way system marked with signage.</p> <p>Capacity restricted and room layout arranged enabling 2m social distancing between Households/Support Bubbles.</p> <p>Small groups meeting or socialising is not permitted, except in a group of maximum 6 when no other people are in the venue.</p>	All	Ongoing

Area of Focus	Controls required	Action	Action by whom?	Completed – date and name
	Children/toys	Parents/Guardians to ensure that children observe social distancing. No communal toys to be used.		
	Exiting the building	Clearly signed exits through doors to the rear of the building. Attendees to exit promptly after the close of an event and discouraged from socialising within the building.	All	Ongoing
	Toilets	One-way system for accessing toilet facilities, social distancing notices to restrict access to toilet facilities to single occupation.	All	Ongoing

Last reviewed:	
19 th August 2020	DG
4 th September 2020	DG
11 th September 2020	DG
14 th September 2020	DG