

Risk Assessment for Opening Church Buildings to the Public – Church Cottage



Version Control

Issue Date	Issue Number	Amends	Issued By
8 th September 2020	1		Lesley Nicholl
10 th September 2020	2	Opening of cottage kitchen to hirers	Lesley Nicholl
13 th October 2020	3	Heating and ventilation QR code	Lesley Nicholl
2 nd March 2021	4	Maintenance contact amended to Greg Harvey Update on boiler servicing and PAT testing Update on ventilation and cleaning Removal of Liz Lewis as a contact General update	Lesley Nicholl

Outwith Scope of this Risk Assessment

Hall – separate risk assessment already completed

Church – separate risk assessment already completed

Annexe – separate risk assessment to be completed with input from Family Support Worker as main user of the building at time of writing

Notes

This document will be periodically updated in line with government guidance and reviewed as our hiring commitments return to pre-lockdown levels.

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
Re-opening Failure to properly prepare the		Buildings have been aired before use	Cottage has been accessed occasionally through this latest period of lockdown	

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buildings for use after a prolonged period of unoccupation	All users (staff, volunteers, hirers, families)	<p>Check for animal waste and general cleanliness. Buildings to be thoroughly cleaned where necessary either by a contractor or team of volunteers and all rubbish to be removed</p> <p>Ensure water systems are flushed through before use</p> <p>Switch on and check electrical and heating systems if needed and boiler service history is up to date.</p> <p>Check all PAT testing is up to date</p>	<p>Weekly cleaning of all buildings including the cottage to be done by Pat Chambers</p> <p>Reviewed in October when heating was switched on. Boiler service history up to date. All boilers serviced in November 2020</p> <p>Carried out in October 2020</p>	<p>To be done whilst weekly cleaning is being carried out</p> <p>Basic checks done and weekly cleaning organised by Lesley Nicholl</p> <p>Grey Harvey</p> <p>Greg Harvey</p> <p>To be organised by Greg Harvey going forwards</p>
<p>Maintenance</p> <p>Failure to maintain the buildings for users in a COVID secure manner</p>	All users (staff, volunteers, hirers, families)	<p>Stay at home guidance if unwell to be displayed at entrance to all buildings and on relevant noticeboards</p> <p>‘We are COVID secure’ posters to be displayed at entrances of buildings and on noticeboards where applicable</p> <p>‘Log in’ sheet to be placed at the entrance to all buildings to be signed by the lead</p>		<p>Lesley Nicholl</p> <p>Lesley Nicholl</p> <p>Lesley Nicholl</p>

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		<p>organiser to allow users to be traced in the event of a suspected or confirmed case of coronavirus on the premises. The organiser must maintain accurate records of attendees of their classes to assist with this. There is a also a QR code displayed at the entrance to the hall for users to scan using the NHS Covid app</p> <p>All buildings, including the disabled loo, to be cleaned weekly/regularly by a contractor and all rubbish removed. For any rubbish that is potentially contaminated, please refer to section below on Cleaning</p> <p>Staff, volunteers and other hirers to be warned immediately if someone has tested positive for COVID-19 who has been on the premises by contacting Lesley Nicholl by email as soon as possible.</p>	<p>All buildings, including the cottage, will be cleaned on a weekly basis by Pat Chambers.</p> <p>If the building has not been in use for 72 hours, it is generally accepted that there is no need for extra cleaning to remove the virus from surfaces. However, as hirers and other users of our buildings don't necessarily have access to when other users have accessed the building, the onus is on hirers to ensure cleanliness before and after their hire session.</p> <p>Information from buildings' log in sheets to be used to assist. All hirers to be reminded to contact Lesley Nicholl</p>	<p>Cleaning to be organised by Lesley Nicholl</p> <p>To be contacted by Lesley Nicholl in instance of suspected or</p>

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		<p>Hirers encouraged to open doors when packing up and cleaning at the end of their session but keep doors and windows closed during the hire session to keep the heat in. Doors to be left open during weekly cleaning session by Pat Chambers</p>	<p>immediately should they receive a Track & Trace alert</p> <p>Hirers of the cottage room to use common sense as to appropriate ventilation given weather conditions</p>	<p>confirmed case of COVID-19</p> <p>Hirers/users</p>
<p>Hand Hygiene Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>All users (staff, volunteers, hirers, families)</p>	<p>Adequate soap and paper towels supplies to be provided at all sinks, in addition to a bin to dispose of used paper towels. All cloth hand towels to be removed. Supplies of hand soap and paper towels to be monitored and maintained when necessary.</p> <p>Signage to be displayed in all WCs and above sinks in use reminding users of the importance of good hand hygiene</p> <p>Hand sanitiser to be placed at the entrance to the cottage to be used before and after entering with instructional signage.</p>		<p>Supplies to be sourced by Parish Administrator</p> <p>Lesley Nicholl</p> <p>To be sourced by Parish Administrator and monitored by Lesley Nicholl</p>
<p>Common Areas Getting or spreading</p>		<p>Hand sanitiser to be placed at the entrance to the cottage to be used before</p>		<p>To be sourced by Parish Administrator</p>

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<p>coronavirus in common use areas such as toilet facilities, entry/exit points to the cottage etc</p>	<p>All users (staff, volunteers, hirers, families)</p>	<p>and after entering with instructional signage</p> <p>Cottage kitchen to remain open to hirers but own cups and utensils should be used and all surfaces, taps etc to be thoroughly wiped down after use</p> <p>Physical distance to be maintained at all times and in all areas. In addition to 'rooms' within our buildings, these common areas and touch-points to be cleaned weekly by contractor.</p> <p>See section on Social Distancing</p>	<p>Pat Chambers to clean all buildings, including the hall, on a weekly basis.</p>	<p>and monitored by Lesley Nicholl</p> <p>Hirers/users</p> <p>Cleaning to be organised by Lesley Nicholl</p>
<p>Cleaning Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations, poor cleaning practices or inadequate PPE</p>	<p>All users (staff, volunteers, hirers, families) Cleaning staff</p>	<p>All hirers required to sign revised Terms & Conditions requiring them to clean all surfaces, handles, tables, chairs, light switches etc both before and after their hire session. Cleaning products and disposable paper towel roll to be left out for hirers/other users of buildings to use to ensure effective products are being used</p>	<p>Pat Chambers to clean all buildings on a weekly basis. If the building has not been in use for 72 hours, it is generally accepted that there is no need for extra cleaning to remove the virus from surfaces. However, as hirers and other users of our buildings don't necessarily have access to when other users have accessed the building, the onus is on hirers to ensure cleanliness before and after their hire session.</p>	<p>Hirers/users</p> <p>Cleaning products to be sourced by Parish Administrator and monitored by Lesley Nicholl</p>

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		<p>Ensure all waste receptacles have disposable liners eg polythene bin bags to reduce the risk to those responsible for removing them</p> <p>Cottage to be cleaned on a regular basis by contractor and all rubbish removed.</p> <p>Staff/volunteers carrying out cleaning duties/rubbish removal to be provided with disposable plastic gloves. Hirers and contracted cleaning staff to provide their own should they wish to use them.</p>	<p>Pat Chambers to clean all buildings, including the hall, on a weekly basis.</p> <p>All staff/volunteers carrying out cleaning duties should be fully briefed on the latest guidance – gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Cleaning to be organised by Lesley Nicholl</p> <p>Cleaning to be organised by Lesley Nicholl</p>
<p>Cleaning After known exposure to someone with coronavirus symptoms</p>	<p>All users (staff, volunteers, hirers, families) Cleaning staff</p>	<p>Relevant building/s to be closed immediately for 72 hours with no access permitted</p> <p>Inform hirers/any other users of the building/s of closure using information gathered on buildings' log in sheets</p> <p>Engage cleaning company to carry out a deep clean and check latest PHE advice</p>	<p>All staff/volunteers carrying out cleaning duties should be fully briefed on the latest guidance – gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>To be contacted by Lesley Nicholl</p> <p>To be contacted by Lesley Nicholl</p> <p>Cleaning to be organised by Lesley Nicholl</p>
<p>Social Distancing</p>				<p>Hirers/users</p>

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Contracting or spreading the virus by not social distancing	All users (staff, volunteers, hirers, families)	<p>All hirers required to sign revised Terms & Conditions requiring them to adhere to the prevailing government advice at the time of hire, in terms of the number of people permitted to attend their activity and must ensure that physical distancing is maintained at all times in all areas, including communal areas, whilst waiting to enter the premises and in the car park</p> <p>Users of the car park to be asked to park one space away from the car next to them wherever possible to maintain a safe distance</p> <p>Hirers asked to clear their classes quickly and avoid lingering at exit to the cottage and in the car park</p>	One way system not required for the cottage as due to the small size of the groups using the meeting room, it is practical to file in and out in single file.	Hirers/users
<p>Poor Ventilation Poor workplace ventilation leading to risks of coronavirus spreading</p>	All users (staff, volunteers, hirers, families)	As of the start of October, the heating has been put on in all our buildings. To maintain this heat, hirers are asked to keep the windows and doors closed where appropriate during their hire period but to open doors to maintain adequate ventilation when they are packing up and cleaning at the end of their hire session	It will be the hirers' responsibility to ensure that all windows and doors are securely locked at the end of their hire period. Common sense should prevail as we move into periods of milder weather	Hirers/users

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		Buildings to be aired regularly during cleaning sessions to ensure adequate ventilation		To be done whilst cleaning is being carried out by Pat Chambers
Vulnerable Workers Increased risk of infection and complications for vulnerable workers	Vulnerable staff and volunteers	Staff and volunteers in the vulnerable category are advised not to attend work for the time being	Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.	To be reviewed regularly with Deiniol Heywood