

St Peters Church Centre Covid-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Additional Notes.	Date Completed	Actioned By
Volunteers/ contractors – Identify what work activity or situations might cause transmission of the virus and likelihood of exposure	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises	Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with PPE and PHE guidance Contractors to provide a Method Statement and their own PPE	If 72 hour closure is not possible then follow PHE guidance on cleaning in non-healthcare settings If quarantined for 72 hours carry out cleaning as normal		
Hirers/volunteers/ contractors – who could be at risk and likelihood hirers/volunteers could be exposed	Hirers/volunteers who are either extremely vulnerable or over 70 Volunteers carrying out caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	People in the vulnerable category are advised not to volunteer for the time being	Hirers/volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless agreement made it can be shared.		
Car Park/paths/ patio/ exterior areas	Social distancing is not observed as people congregate before entering premises	Mark out 2metre waiting area outside all potential entrances with cones/tape to encourage care when queueing to enter	Transitory lapses in social distancing in outside areas are less risky		

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Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk in social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Mark out 2 metre spacing in entrance area. Create one- way system and provide signage. Hand sanitiser to be provided.	Hand sanitiser needs to be checked daily. Provide more bins, in entrance and hall Hirer to empty after each use.		
Main Hall	Door handles, light switches, window catches, tables, chairs and curtains	Door handles, light switches, window catches to be cleaned by contractors before and after hire. Hirers responsible for cleaning any chairs, tables or centre equipment used. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Consider tying back window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.		
Kitchen	Social distancing more difficult, door and window handles/light switches/ working surfaces, sinks cupboard/drawer handles/ fridge/freezer/ crockery/cutlery/ kettle/hot water boiler/ cooker/microwave	Prior arrangement is to be made if use of the kitchen is required. Encourage hirers to bring their own food and drink for the time being	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.		

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Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Contract cleaners to clean all surfaces etc before and after hire. Posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed		
Store cupboards	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use.	Ask hirers to remove all their own equipment from the premises and to bring for each use.	Ensure store cupboards remains locked and any keys held by hirers returned		
Cleaning Equipment	Multiple people usage	Hirers to wear gloves when using cleaning equipment or materials and to clean before and after use.	Cleaning equipment/ materials to be stored for easy access - not in cupboard		
Staging	Fabric covered Often used to lean on/put personal items on Virus may remain on fabric Cannot readily be cleaned between use	Cordon off			