

**St. Margaret's Church and Community Hall  
COVID-19 Risk Assessment**

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<p>Staff, contractors and volunteers – identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with plastic gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<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>Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>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.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with staff/volunteers 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and 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 the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Entrance hall/lobby/corridors	Door handles, light switches in frequent use.	Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Hirers to be encouraged to wash hands regularly. Hirers to be reminded that face coverings must be worn by all those aged 11 years and over, except while exercising.	Consider removing any items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Small meeting rooms and offices	Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.	Do not hire small meeting room, only as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.

Kitchen	Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Door handles in use. Equipment needing to be moved not normally in use	No storage of equipment to be allowed.	Consider whether re-arrangement or additional trolleys will be more hygienic.
Toilets	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. Hirer to clean all surfaces after use. Consider engaged/vacant signage and 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.
Boiler Room	Door handle, light switch	Public access unlikely. Cleaner to decide frequency of cleaning.	

Stage	Curtains Lighting and sound controls	Consider tying back stage curtains out of reach. Hirer to control access and clean as required.	
Events	Handling cash and tickets Too many people arrive	When performances are allowed in future, organisers to arrange online systems and cashless payments as far as possible. Seats to be limited and booked in advance.	