**St. James’ Hall Church**

**Risk Assessment – Covid-19**

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| **Area/People at Risk** | **Risk Identified** | **Mitigating Action/Advice**  **Recommended** | **Date Completed/Additional Notes** |
| Contract Cleaners | Exposure to possible infection from contaminated surfaces, bin emptying, occasionally from meeting BTM members, St. James’ Hall Committee members/visitors or hirers & groups | Following Deep Clean (July ‘20), normal protective clothing to be used, plus face covering and hand sanitising/washing on entering & leaving; “Social Distancing” to be observed where practical.  Should a further Deep Clean be required, the Hall will be closed for 72 hours before cleaning, and re-opened only when completed; Cleaners are recommended to dispose of face coverings & gloves used in this, and to remove & wash all clothing as soon as possible afterwards |  |
| BTM members, St. James’ Hall Committee members/visitors | Exposure to possible infection from contaminated surfaces, occasionally from meeting cleaners or hirers & groups | Following Deep Clean (July ‘20),  face covering should be worn, hand sanitising/washing on entering & leaving and cleaning of touched surfaces before leaving.; “Social Distancing” to be observed where practical; if alone, also follow lone working good practices. |  |
| Hirers & Group Members | Exposure to possible infection from contaminated surfaces, and also from asymptomatic group members; occasionally from meeting cleaners, BTM members or other hirers & groups | Following Deep Clean (July ‘20),  face covering should be worn unless unadvisable for the activity concerned; hand sanitising/washing on entering & leaving and cleaning of touched surfaces before leaving.; “Social Distancing” to be observed where practical;  Hirers to observe procedures set out in “Guidance for Hirers” – see attachment 1 |  |
| Car parking, pathways | Hall users at risk of exposure to possible infection from asymptomatic group members and from casual passing members of the public | Hall users should maintain “Social Distancing” as far as practical, leaving their cars via pavement and assembling at marked intervals along the front path until invited in by their group leader; face covering is recommended. |  |
| Hall Entrance, Toilets | Hall users at risk of exposure to possible infection from asymptomatic group members, BTM members, St. James’ Hall Committee members/visitors | Hall users should maintain “Social Distancing” as far as practical, following single file markers especially through corridor, using hand sanitiser provided on entering & leaving;  **For use of Toilets**, it is recommended that no more than 2 users at a time enter, and thorough (20 seconds) hand-washing should be followed before leaving the toilets. |  |
| Meeting Room | Room users at risk of exposure to possible infection from asymptomatic group members, other hirers & groups attending in the Main Hall, BTM members, St. James’ Hall Committee members/visitors | Meeting Room Users should follow all above recommendations & Guidance to Hirers, including “Social Distancing”, use of sanitiser/hand washing, face covering as appropriate, and touched surface cleaning before leaving. |  |
| Main Hall | Hall users at risk of exposure to possible infection from asymptomatic group members, Meeting Room users, BTM members, St. James’ Hall Committee members/visitors | Hall Users should follow all above recommendations & Guidance to Hirers, including “Social Distancing”, use of sanitiser/hand washing, face covering as appropriate, and touched surface cleaning before leaving. |  |
| Kitchen | Hall users at risk of exposure to possible infection from asymptomatic group members, Meeting Room users, BTM members, St. James’ Hall Committee members/visitors | Hall Users should follow all above recommendations & Guidance to Hirers, including “Social Distancing”, use of hand washing on entering kitchen, face covering as appropriate; all utensils used should be washed, dried and returned to storage after use, and all touched surfaces should be cleaned before leaving.  N.B Users may prefer to bring their own drinks to avoid using the kitchen; they should ensure that containers are identifiable to avoid accidental exchange, and that they are taken way or disposed of in the bins provided. |  |
| Upholstered chairs | Covid-19 virus **may** remain longer in fabric than on hard surfaces, which cannot be easily cleaned between uses. All Hall users who use the seating are therefore at a slight additional risk of exposure to possible infection from this source. | Hall users should minimise use of chairs where possible, and should clean the non-fabric parts along with all their cleaning of touched surfaces before leaving.  St. James’ Hall Management Committee will investigate suitable fabric cleaning and incorporate it into the general hall cleaning procedures with the Contract Cleaners. Periodic rotation of all the chairs will also be undertaken. |  |