

Covid-19 Risk Assessment

Name & Address of Church	Kearsley Mount Methodist Church	Assessment under taken by	Property Management Group – Helen Bolton, Steve Tonge, Wendy Witts
Area of Building Assessed	All areas	Date of Initial Assessment Date to be Review	13/7/20 15/8/20 – if building open

This is a live document and will be reviewed as required by changes to Government Guidance or circumstances within the Church.

Currently it is assessed the opening of Church for Worship is not viable.

Therefore this initial Risk assessment is for licensees, cleaners and Church Representatives* carrying out necessary work. We assess that any person entering the building could be harmed by Covid 19 which in the worst case could lead to death.

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
1. Social Distancing					
	Keep numbers attending at or below the maximum for the type of session	Pre-booking	Property Management Group / Group Leaders	Ongoing	n.a.
	2m distance signs and taped markings	2 m square boxes at 1 m intervals in the Church and 2 m distance markers on the entrance and exit routes	Property Management Group / Group Leaders	Complete 14/8/20	
	Wear face covering as required by legislation		Everyone	August 8 th	n.a.

* Church Representative is someone who has been trained to enter the building during the Covid-19 outbreak and includes the cleaner

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
	Use main ramped entrance to come in Use front side stepped entrance (car park) to go out	Anyone unable to use steps to either go out first or last	Group Leader	Ongoing	n.a.
	Outside doors to be hooked back Door to hall and out of community room to be wedged out during sessions All doors to be closed at end of session except Community bi-folds <u>NOTE</u> the risk of wedging a fire door, with only one group in and kitchen out of bounds is assessed as lower than the risk of transmission of Covid 19.		Group Leader	Ongoing	n.a.
	Community Room bi-folds to be opened and notices see list below attached to say 'DO NOT CLOSE'		Property Management Group	Complete 14/8/20	
	Only one group in the building at a time	Church Representatives* NOT to enter when groups are in	Property Management Group	Ongoing	n.a.
	Any Church Member wishing to go into the building must contact HB or other appointed person before and after attending. Must follow control measures set out for Church Representatives*	Conversations with people who actually attend Reminder notice on door	Property Management Group HB	Complete 14/8/20	
	Church Representatives* protocol for entry, exit and being in building	Ensure all members informed by e-mail and letter Church Representatives* to be carry hand sanitise and disinfectant wipes	Property Management Group	Complete 14/8/20	

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What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
	Access to Lecture Room and Kitchen – Church Representatives* only Back corridor Group Leaders and Church Representatives* only	Notice on Door to back corridor, Lecture Room and Kitchen	Property Management Group	Complete 14/8/20	
1.1. Toilets	Only to be used in emergency	Leaders to ask session attendees to use toilets before coming	Group Leader	Complete 14/8/20 and continue to remind	
	Group usage	Group Leader to ensure toilets used by group attendees are cleaned as set out below in 2.4	Group Leaders	Ongoing	n.a.
1.2. Kitchens	Both Kitchen and Kitchenette NOT to be used	Notices see list below, on doors	Property Management Group	Complete 14/8/20	
2. Hygiene					
2.1. On entry & exit	Use of Hand sanitizer	Groups to provide		Ongoing	n.a.
2.2. On entry & exit	All high risk touch points – door handles, alarm key pad, light switches and rails either side of ramp into hall MUST be wiped with disinfectant (alcohol) wipes or disinfectant spray and disposable cloth / paper. Along with equipment provided and used by the group	Groups to provide sanitizer and wipes	Group Leaders and Church Representatives*	Ongoing	n.a.

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What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
2.3. Food & Drink	Notices see list below	<p>Instruction to Group Leaders – session attendees only allowed to bring water and must take all containers home.</p> <p>Food to be brought in by leaders only if staying all day – again all containers and any waste food to be taken home.</p> <p>Group Leaders to check for anything left behind and remove.</p>	Property Management Group and Group Leaders	Complete 14/8/20 and ongoing	
2.4. Toilets	<p>Notices see list below</p> <p>Hand-Washing technique both adult and child versions</p>	See also - social distancing	Property Management Group	Complete 14/8/20	
	Toilet seat, toilet handle, grab-rails, taps and door handle to be cleaned after each use		Group Leader to organise	Ongoing	n.a.
	Bins to be put outside toilets to facilitate exiting with paper towel	Notice on inside of Toilet Doors explaining	Property Management Group	Complete 14/8/20	
2.5. General	Notices to remind people of good hygiene		Property Management Group	Complete 14/8/20	
	Catch it, Bin it Kill it	Groups to provide tissues	Group Leader	Ongoing	n.a.
	Church to provide bins for tissues, paper towels disinfectant wipes only	<p>Group Leaders to remove and replace bin bags in any bin containing tissues, paper towels or disinfectant cloths / wet wipes</p> <p>Only these bin bags can be put in church grey bin.</p>	Group Leader	Ongoing	n.a.
	Bins to have new notices 'for tissues, paper towels, and disinfectant wipes only'		Property Management Group	Complete 14/8/20	

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What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
3. Personal Protective Equipment	Other than Face coverings currently not requirement except when cleaning after suspected or confirmed case of Covid 19	Mandatory to wear face covering except exercise Building to be closed not cleaned see section 5 Cleaner advised to use mask, disposable apron and gloves, also not to empty bins for own protection. – as we do not necessarily know if anyone attending has Covid-19		Ongoing	
4. User groups not having adequate COVID 19 safety rules/cover	Ensure that All User Groups have a Risk Assessment approved by Managing Trustees		Property Management Group	Ongoing	n.a.
5. COVID-19 infection					
5.1. Test, Track and Trace	Record of anyone in building to be kept for 21 days	Group Leaders to keep registers (recording Names, addresses and phone numbers separately – this info could be collected when attendees register) HB or other appointed person to keep record of times in building of groups and Church Representatives*	Group Leaders / Property Management Group	Ongoing	n.a.
	Test, Track and Trace	Display Public Health England Action Card	Property Management Group	Complete 14/8/20	
	COVID-19 early outbreak management	All users to be given these links and asked to register for updates https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/	Property Management Group	Complete	

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What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
5.2. Suspected case	Group member who suspects they may have Covid-19 to notify Group Leader Group Leader or Church Representative* to notify HB or other appointed person		Group Member / Group Leader / Church Representative* / Property Management group	As necessary	
	Church will be closed for 72 hrs	All groups need to keep good contact information so they can inform people		As necessary	
	Group Leader to be tested	no further session until result reported to HB or other appointed person	Group Leader Property Management group	As necessary	
5.3. Confirmed case	Group member who suspects they may have Covid-19 to notify Group Leader Group Leader or Church Representative* to notify HB or other appointed person	Person confirmed to notify Test, Track and Trace All attending the particular session along with person confirmed to have COVID-19 will not attend for two weeks	Group Member Church Representative*	As necessary	

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