

**ST. MICHAEL & ALL ANGELS CHURCH,  
Colehill Lane, Colehill, Wimborne, Dorset. BH21 7AB**

**RISK ASSESSMENT FORM**

Area Assessed: **CHURCH CENTRE – COVID 19 REQUIREMENTS**

**THIS FORM IS TO BE READ IN CONJUNCTION WITH THE RISK ASSESSMENT FORM FOR THE CHURCH CENTRE & GROUNDS**

Assessment undertaken by: Alan Motson

Date: August 2020

Review date: Ongoing

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Area	Hazards / Risks	Existing Controls	Likely- hood L	Severity S	Risk Rating L x S	Additional Controls	Date Comple ted
<p><b>Staff, contractors and volunteers –</b> 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.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Use of staff/volunteers from Church</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall.</b></p> <p><b>All primary cleaning to be carried out by professional contractors. They will provide all materials and protective equipment</b></p> <p><b>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</b></p> <p><b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p> <p><b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></p>	<p align="center">1</p>	<p align="center">3</p>	<p align="center">3</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>	

Area	Hazards / Risks	Existing Controls	Likely-hood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
<p><b>Staff, contractors and volunteers</b>– Who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</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>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>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.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	1	3	3	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>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>	
<p>Car Park/paths/patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	2	2	4	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>	

Area	Hazards / Risks	Existing Controls	Likely-hood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
Entrance lobby/vestibule	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area.</p> <p>Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided outside main entrance and within entrance lobby.</p>	2	3	6	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>	

Area	Hazards / Risks	Existing Controls	Likely-hood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Allow for 10 fabric chairs plus existing 20 plastic chairs for use in Main Hall.</p> <p>Hirers to be encouraged to wash hands regularly and/or use hand sanitisers.</p> <p>Ensure one-way system and exit door clearly indicated.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Floors marked out with 2 metre distancing. Maximum number in Main Hall set at 30.</p>	1	3	3	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>	

Area	Hazards / Risks	Existing Controls	Likely-hood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
Alec Moore Room	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles, light switches, tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Maximum number in Alec Moore Room set at 4.</p>	1	3	3	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p>	
Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles Light switches Working surfaces, sinks. Cupboard/ drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen to two nominated individuals so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use. Use dishwasher to wash crockery and cutlery before these are returned to store.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Consider encouraging hirers to bring their own food and drink for the time being.</p>	1	3	3	<p>Quarterly deep-clean arranged with cleaners.</p> <p>Encourage users to bring own drinking cups.</p>	

Area	Hazards / Risks	Existing Controls	Likely- hood L	Severity S	Risk Rating L x S	Additional Controls	Date Comple ted
Kitchen Store	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Public access unlikely to be required. No current hiring out of items currently held in the Kitchen Store.	1	1	1		
Parish Office	Copier, laminator, shredder. Door handle, light switch Computers and Laminators Desks	Public access unlikely to be required.	1	1	1	When Parish Administrator is in the office there will be no face to face meetings. Display notices on no meetings with general public to be shown on office window and office door.	
Electrical Cupboard and Cleaners Cupboard	Door handles, light switch	Public access unlikely to be required.	1	1	1		
Indoor 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.  Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.  Consider posters to encourage 20 second hand washing.	2	3	6	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 Social distancing not possible	Public access unlikely.	1	1	1		

Area	Hazards / Risks	Existing Controls	Likely-hood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
Garden Store	Door handle, light switch Social distancing not possible	Public access unlikely.	1	1	1		

**Likelihood rating:** 1 = Low (Seldom), 2 = Medium (Frequently), 3 = High (Certain or near certain)

**Severity Rating:** 1 = Low (Minor cuts and bruises), 2 = Medium (Serious injury – off 3 days), 3 = High (Fatality or a number of persons seriously injured).

**Risk Rating = Likelihood x Severity**

1 or 2 = Low Priority, 3 or 4 = Medium Priority, 6 to 9 = High Priority

form based on Ecclesiastical Insurance