

Covid-19 Secure Risk Assessment of St Mary's Church Hall, Wistaston (v4)

Original assessment date: 28th July 2020

Carried out by Joy Chaplow, Sue Squirrell & Mike Turnbull

Stay Safe

This update: 05 September 2020 by Mike Turnbull

Items to be completed, or ongoing procedures to be set up, are marked in red

Area	Things to put in place to make COVID Secure	By Who/Progress	Requirements
Outside	<ol style="list-style-type: none"> 1. Markings to be made on the floor in front of the windows showing 2 metre distance for people waiting to enter the building. 	<ol style="list-style-type: none"> 1. Completed by Mike Turnbull 070820 	Black & Yellow Distancing Tape Will need monitoring and replacing periodically – Mike Turnbull
Entrance Door	<ol style="list-style-type: none"> 1. Notice on door to declare one way system in place and ENTRANCE ONLY 2. Further notice to request that all users sanitise their hands before entering the building. 3. On inside of door sign to read NO EXIT 	<ol style="list-style-type: none"> 1-3 Completed by Mike Turnbull 070820 	To sanitize door handles at the end of any session. This has been included and communicated to hirers through the Covid-19 Secure Booking Policy.
Entrance Lobby	<ol style="list-style-type: none"> 1. This is identified as a pinch point and markers should be placed showing 2 metre distance. 2. Wall hung hand sanitizer to be placed to the right of the Gents Toilets with a drip tray underneath to catch any spillages. 3. Toilets should operate with a one in one out system although this will be unmanned. 4. Cleaning cupboard to have a sign saying NO ENTRY—Staff Only 5. Cleaning Rota to be displayed on door with tick boxes against dates etc. 	<ol style="list-style-type: none"> 1. Completed by Mike Turnbull 070820 2. Completed by Roger Phenton 070820 Drip tray installed by Mike Turnbull - 010920 Polly will to top up sanitiser as needed - ongoing 3-7 All signage in this section completed by Mike Turnbull 070820 	<p>All door handles, light switches etc to be cleaned at the end of session.</p> <p>This has been included and communicated to hirers through the Covid-19 Secure Booking Policy.</p> <p>Toilets: need to have a good supply of paper towels and liquid soap – Polly/Derek will keep on top of this</p>

	<ol style="list-style-type: none"> 6. Double glass doors leading into main hall are FIRE DOORS and should under NO CIRCUMSTANCES be wedged open. 7. General Covid Notice to be displayed on the above doors. 		
Main Hall	<ol style="list-style-type: none"> 1. Hall users where possible will be encouraged to open the windows to allow for an air flow through the room. 2. All tables will be removed and stored in the Howe Room. 3. Fire Door—will have a sign EXIT ONLY. 4. Curtains will be removed from the Fire Door 5. A second hand sanitizer will be placed as near as possible to the Exit Door. 	<ol style="list-style-type: none"> 1. Via the Risk Assessment which each group will have to complete and return before s booking - actioned by Mike Turnbull 050820 2. A few tables have been left in but most in the Howe Room. Mike Turnbull 070820 3. Completed by Mike Turnbull 070820 4. Completed 070820 - MT 5. Completed by Roger Phenton 070820 <p>Drip tray installed by Mike Turnbull - 010920</p> <p>Polly will to top up sanitiser as needed - ongoing</p>	<p>All door handles, window latches, light switches etc to be cleaned at the end of session. This has been included and communicated to hirers through the Covid-19 Secure Booking Policy.</p> <p>More sanitiser needs to be ordered on a regular basis - Mike T will have a chat with Polly about the supply of this</p>
Kitchen	<ol style="list-style-type: none"> 1. Sign to be displayed on the kitchen counter saying DO NOT USE. 2. All kettles to be removed 	<ol style="list-style-type: none"> 1. Completed by Mike Turnbull 070820 2. Completed by Mike Turnbull 070820 	
Stage	<ol style="list-style-type: none"> 1. Curtains likely to be left open and the stage area will be OUT OF BOUNDS 	<ol style="list-style-type: none"> 1. Completed by Mike Turnbull 070820 	
Howe Room, Office and Toilet	<ol style="list-style-type: none"> 1. Door leading to Office and Howe Room to have a sign OUT OF BOUNDS. 2. Contact with the office should be by telephone or email. 3. Notice on the Howe Room This room is out of use and is storage only 	<ol style="list-style-type: none"> 1-3 Completed by Mike Turnbull 070820 	

General	<ol style="list-style-type: none"> 1. Each Group Leader is responsible for Track and Trace 2. Each hirer is to complete their own Risk Assessment and set limits on numbers attending sessions. 3. Linger in the car park is to be discouraged 	<p>1-3 This section has been included and communicated to hirers through the Covid-19 Secure Booking Policy</p>	
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Additional Health & Safety steps to be carried out before reopening

1. Annual Gas Safety Inspection completed March 2020
2. Electrical Safety Check - New Installation July 2019 so not needed
3. Fire alarm Test - test all three fire alarm points - completed by Mike Turnbull 070820
4. Run the water system (taps/toilets etc) to deter the build up of Legionnaires Disease - completed by Mike Turnbull 070820 and also weekly through Lockdown
5. Test emergency lighting and RCD circuits - completed by Mike Turnbull 070820
6. Conduct a visual inspection of the building and grounds to see if there are any defects which have occurred which may cause injury - completed by Mike Turnbull 070820 and none were found
7. A general clean through of the building – completed 17 & 18 Aug 20 by a working party
8. Store items in the Howe Room which are not allowed to be used at the moment - completed 170820
9. The First Aid Box, Incident Book and Defibrillator have been relocated from the kitchen to the left-hand side of the stage. Updated signage has been put in place by Mike Turnbull 050920