

Covid-19 Secure Risk Assessment of St Luke's, Willaston (v2)

Original assessment date: 14th September 2020

Carried out by Mike Turnbull

This update: 30 September 2020

Stay Safe

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
Entrance Door	1. Notice on door outside to say no waiting in the porch and please sanitise your hands as you enter	1. Completed by Mike Turnbull 011020	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	1. This is identified as a pinch point and should only be used for entering and exiting the building, no waiting. One person in here at a time. Signs need. 2. Wall hung hand sanitizer to be placed to the right as you enter. 3. Toilets should operate with a one in one out system as it is already. 4. Kitchen door to have a sign on it saying not in use. 5. General Covid Notice to be displayed on the glass doors.	1. Completed by Mike Turnbull 011020 2. Completed by Mike Turnbull 070820 Mike Turnbull will to top up sanitiser as needed - ongoing 3-7 All signage in this section completed by Mike Turnbull 011020	All door handles, 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. Toilets: need to have a good supply of paper towels and liquid soap – Derek will keep on top of this
Main Church	1. Users, where possible will be encouraged to open the windows to allow for an air flow through the room. 2. 20 chairs should remain in the church with the remainder being stored at St Mary's.	1. Via the Risk Assessment which each group will have to complete and return before a booking - actioned by Mike Turnbull 011020	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

	<ol style="list-style-type: none"> 3. All sides should be cleared of papers, leaflets and the books for sale. 4. A pump hand sanitizer to be placed on the ledge by the kitchen 5. A selection of general Covid signs should be posted on the walls where appropriate. 6. Sanitiser needs a regular check for replenishing. 	<ol style="list-style-type: none"> 2. Actioned by Mike Turnbull 170920 3. Completed by working party 170920 4. Completed 170920 – Mike Turnbull 5. Mike Turnbull 011020 6. Mike Turnbull will to top up sanitiser as needed - ongoing 	<p>the Covid-19 Secure Booking Policy. More sanitiser needs to be ordered on a regular basis - Mike T will organise</p>
Kitchen	<ol style="list-style-type: none"> 1. Sign saying out of use on the door 2. Anything should be removed from the side that's of a paper nature 	<ol style="list-style-type: none"> 1. Completed by Mike Turnbull 011020 2. Completed by Mike Turnbull 011020 	
General	<ol style="list-style-type: none"> 1. Each Group Leader is responsible for Test and Trace 2. Each hirer is to complete their own Risk Assessment and set limits on numbers attending sessions. 3. The cleaning routine on the Booking Guidelines should be adhered to by the hirer. 	<p>1-3 This section has been included and communicated to hirers through the Covid-19 Secure Booking Policy</p>	

Additional Health & Safety steps to be carried out before reopening

1. Run the water system (taps/toilets etc) to deter the build up of Legionnaires Disease - completed by Mike Turnbull 011020 and also weekly through Lockdown
2. 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 011020 and none were found
3. A general clean through of the building – completed 170920 by a working party