

St. Paul's Church Centre; St. Timothy's Church Centre: Coronavirus (COVID-19) Risk Assessment Template

Covid 19 is still a real threat particularly to elderly and vulnerable people. With this in mind we ask you to complete the following risk assessment each time you use the premises.

In the event of someone reporting having tested positive for Covid you must report this immediately to the Centre by phoning 07939 939893 or emailing hall.bookings@dorcanchurch.org.uk Anyone showing symptoms of Covid19 should not be allowed in.

In the event of a report received the centre may be closed without notice for the required period of time.

Group Name.....

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient physical distance: infection due to close contact (from air-borne droplets)	Users Cleaners Staff Key holders Committee members Other contractors/visitors	1. Close proximity upon entering building. 2. Close proximity within rooms 3. Close proximity using facilities (toilets, kitchen, stores etc.) 4. Close proximity in other communal areas 5. Close proximity during activities	1. Reminder to maintain Social Distancing 2. Awareness of maximum number of people allowed in room 3. Maximum capacity of 2 people in kitchen/store room/other etc. 4. Check signage to warn of requirement for physical distancing in place. 5. Monitor and supervise compliance with measures and report serious breaches.	

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required	Completed by: (Initials & date)
Insufficient cleaning: hand to mouth infection from contaminated surfaces	Users Cleaners Staff Key holders Committee members Other contractors/visitors	1. Touching door handles, tables, chairs, taps, worktops, toilets and other surfaces. 2. Using equipment stored at the hall. 3. Sharing other items brought into the hall	1. Ensure table-tops, door handles, and other touch points are cleaned on arrival and departure. 2. Groups should clean any equipment stored at the hall that they have used (regardless of ownership), immediately their session ends. 3. Monitor compliance and report breaches.	
Infection arising from the poor personal hygiene of others	Users Cleaners Staff Key holders Committee members Other contractors/visitors	Touching surfaces and equipment that have been handled by others who have not washed their hands properly.	1. Alcohol-based hand sanitiser available at entrances and elsewhere; and insist that all hall users make use of them. 2. Liquid soap and hand towels are available at all sinks. 3. Monitor compliance and report breaches	
Increased infection risk to vulnerable people	Anyone in a vulnerable age, medical group etc.	Poor physical distancing, poor cleaning or poor personal hygiene (see above sections for details)	1. Inform centre Management of the presence of those from vulnerable groups. 2. Insist that those in proximity to vulnerable people wear face coverings.	
Increased infection risk from recycled air	All	Re-breathing the same air, especially for prolonged periods	1. Where possible Increase ventilation by opening windows and doors	
Responding to suspected cases of COVID-19	All who might be in contact with any visitor showing symptoms	Infection from a person suspected of having COVID-19	1. Ensure groups have collected contact details for Test and Protect 2. Ask anyone with symptoms to leave the hall immediately and report to Centre Management.	