

Risk assessment for using Crosthwaite Parish Room

Based on:

Risk Assessment template(v6) produced by Church of England for Re-opening of Church Buildings for Public Worship

Government Guidance for the safe use of multi-purpose community facilities (last version 30 November))

Church: Crosthwaite Parish Room Keswick	Assessor's name: Linda Tee/Andy Murphie/Keith Rigg	Date completed: Version 4: 2 November 2020	Review date: 2 month or when guidelines change
----------------------------------------------------	---------------------------------------------------------------	-----------------------------------------------------------	---------------------------------------------------------------

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparations prior to access to Parish Room	Buildings have been aired before use.		Linda	July 14th Linda
	Check for animal waste and general cleanliness.		Linda	July 14th Linda
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Linda	July 14th Linda
Preparation of the Parish Room for access by members of the public for any permitted purposes	Consider if a booking system is needed, whether for general access or for specific events/services	Yes	Administrator	
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here.	Linda	July14th
	Choose one point of entry into the Parish Room to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.		Andy Keith Linda	Keith, Linda July
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	If necessary duty person(s) to oversee queue.	Group Leader	For each booking

Where possible, doors and windows should be opened temporarily to improve ventilation.	Yes during use	Group Leader	For each booking
Remove or isolate children's resources and play areas		Linda	July 14 th
Walk through the room to plan for physical distancing in seats, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). Capacity: <ul style="list-style-type: none"> Lecture theatre layout – 18 Committee Meeting – 14 For Craft Fair – 25 with own risk assessment 	Keith measured room and produced a seating plan with minimum 1.5m distancing and no face to face contact	Andy, Keith, Linda	July 13 th Andy, Keith, Linda
Clearly mark out seating areas including exclusion zones to maintain distancing.		Keith, Linda	Keith, Linda
Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Andy, Keith	Keith
Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	No entry into kitchen		
Determine placement of hand sanitisers available for visitors to use and ensure kept topped up	Register with Parish Buying for procurement options.	Churchwardens	Linda June 11 th
Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	N/A	
Remind visitors about important safe practices – Hands, face and space requirements both inside and outside for High Risk (Tier Two) area		Andy	Andy July and updated in December
Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.		Andy	August 8 th Andy

	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here.	Linda	Cleaner Nicola weekly
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Joanna/Nicola Churchwardens	Nicola Already checked weekly
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Joanna/Nicola Churchwardens	Nicola Already checked weekly
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Linda to check	Nicola	
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Hirers to do this QR Code poster for Test and trace at entrance	Hirers Andy/Keith	Sept 23 rd Andy
	Ensure all hirers have completed their own risk assessment		Hirers	
Cleaning the Parish Room before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the Parish Room has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Nicola cleaner will do	Churchwardens	Cleaning has continued weekly
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		
	Set up a cleaning rota to cover your opening arrangements.	N/A		
Advice on cleaning church buildings can be found here.	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	This is already in place	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Provided.	

	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Nicola		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Tuesday/Wednesday	Nicola	
Cleaning the Parish Room after known exposure to someone with Coronavirus symptoms	Close the Parish Room for 48 hours with no access permitted.	Building will remain closed	Andy, Keith, Churchwardens	
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	Nicola	