

Risk assessment for using Sunday School 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 Sunday School Room Keswick	Assessor's name: Andy Murphie/Linda Tee/Keith Rigg	Date completed: Version 3: 2 December 2020	Review date:2 month or when guidelines change
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name	
Preparation of the Sunday School 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 Sunday School Room to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Only one entry point, but capacity of 8 so flow manageable through single entry/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
	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: 8 with tables pushed back	Keith measured room and produced a seating plan with minimum 1.5m distancing and no face to face contact	Andy, Keith, Linda		July13th 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 were the public does not need go, maybe with a temporary cordon in needed.	No use of kitchen area		
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 11th
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 November
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 .	Churchwardens	Cleaner 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.	Cleaner	Cleaner 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.	Cleaner	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	Cleaner	
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	Hirers Andy/Keith	Sept 23 rd Andy

		QR Code poster for Test and trace at entrance		
	Ensure all hirers have completed their own risk assessment		Hirers	
Cleaning the Sunday School Room before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here .	If the Sunday School 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.	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		
	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.	Thursday/Sunday	Churchwardens/Cleaner	
Cleaning the Sunday School Room after known exposure to someone with Coronavirus symptoms	Close the Sunday School 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 .	Churchwardens	