

Church: All Saints Hackbridge & Beddington Corner Risk Assessors: Rev Lynn Billin & June Mountsteven (26/02/2022 – version 10)

Previous versions: 30/06/2020, 20/07/20, 26/08/20, 09/09/20, 04/01/2021, 26/07/2021, 25/08/2021, 14/12/2021)

Resources used – CofE risk assessment for opening church buildings & Gov.UK Covid-19-guidance Living with Covid

Hazard – task/activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of people & number affected	Likelihood of injury occurring		Severity of harm if injury does occur			Risk level	Current control measures in place	Further control measures required	Person responsible to implement further measures required and date to implement	Date to review: Assessments are annual review unless the task changes/alters
			L = 1, M = 2 H = 3		L = 1, M = 2 H = 3			Risk level = Likelihood x Severity				
			WITH CURRENT CONTROLS IN PLACE									
Opening the Centre to staff and hirers –	Covid 19 outbreak involving Centre	Anyone using the Centre	1					3	3	Rev Lynn is in contact with Alex Catterall: Sutton Environment and Community Safety regarding Centre closure and opening Alex has been informed of the systems we have in place		
Known exposure of Covid 19	Covid 19 outbreak involving Centre	Anyone using the Centre	1					3	3	Follow guidance Covid 19 cleaning in non-healthcare settings		Rev Lynn & JM – Centre Manager Centre manager & assistants
Indoor social gatherings and functions	Spread of Covid 19	Anyone wanting to hold a party/function in All Saints	1					3	3	The PCC in May 2021 that casual bookings be taken only if Centre staff staff able to cover The All Saints website has been updated		JM Centre Manager
Entry into the All Saints Centre by anyone	Covid 19 may be transmitted by anyone gaining entry to the Centre	Anyone visiting the Centre	1					3	3	A notice asks people who have Covid symptoms or who test positive for Covid not to enter the building		Rev Lynn JM Centre Manager

RISK ASSESSMENT FORM - Covid 19 – All Saints Centre

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			L	M	H	L	M	H					
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone visiting the Centre	Anyone visiting the Centre	1					3	3	Handwashing facilities available in toilets Wall mounted sanitiser dispensers installed; entrance, all halls, rooms and offices, main corridor, with warning notices.	Anyone entering the Centre to wear face covering if able to do so	Rev Lynn & Church Wardens Centre staff	
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone visiting the Centre	Anyone visiting the Centre	1						3				
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using the halls/office space	Anyone using the Centre	1					3	3	A sanitiser station in each hall and room & office with sanitising wipes for hirers to sanitise touch points: light switches, door handles, chairs and tables they use, when they arrive and when they are clearing away. Waste bins with plastic bin liners by each sanitising station	Centre staff will check cleaning at weekends and keep sanitisers and cleaning materials topped up. Gloves are already in use For hirers to comply Risk assessment to go to hirers & be put on All Saints website	JM Centre Manager & Centre assistants Rev Lynn to put risk assessment on website and send out to hirers	

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Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using toilets	Anyone using the Centre	1					3	3	Sanitiser station near each toilet prior to entry of toilet area – between men & ladies toilets & outside accessible toilet Vectaire SafeSeat units installed with notice in all cubicle toilets and the accessible toilet to sanitise the toilet before & after use & invite people to use this.	For hirers to comply Risk assessment to go to hirers & be put on All Saints website		
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using toilets	Anyone using the Centre	1					3	3	Toilets are to be flushed with the toilet seat down to prevent droplet splashes being released	For hirers to comply Risk assessment to go to hirers & be put on All Saints website Notice is in the toilets		
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using the halls/office space	Anyone using the Centre	1					3	3	e-mail sent to hirers of arrangements in place:	For hirers to comply Risk assessment to go to hirers & be put on All Saints website	JM Centre Manager and Rev Lynn will contact hirers	

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Opening the Centre to staff and hirers – hirers to complete their own risk assessments	Covid 19 may be transmitted by anyone using the halls/office space	All hirers and staff	1					3	3		All hirers to complete their own Covid 19 risk assessments taking into account activity specific risks and All Saints risk assessment. All hirers to complete a Covid 19 addition to the hire agreement	Rev Lynn has informed hirers	
Ventilation– some rooms may not be suitable for hirers	Covid 19 may be transmitted by anyone using the halls/office space	All hirers and staff	1					3	3	JM as centre Manager is liaising with hirers regarding suitable halls regarding activity	JM will provide notice	JM as Centre manager will implement & keep Rev Lynn and PCC informed	
Danger of Covid infection due to droplet infection	Covid may be transmitted	All hirers and staff	1					3	3	Face coverings are still advised in enclosed or crowded spaces unless exempt	A notice is on the front door requesting face coverings to be worn unless exempt	JM Centre Manager	
Main Centre office – an enclosed indoor space	Covid 19 may be transmitted by anyone using or visiting the office	Staff and volunteers & anyone visiting the office	1					3	3	Face and face shields for those unable to wear face coverings have been provided for staff and volunteers			

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Multiple use of kitchen	Spread of Covid 19	Humpty Dumpty Pre-School and any other users	1					3	3	Hirers will clean the kitchen after use	The sink near the water heater in is to be designated for sole use by Humpty Dumpty	JM Centre Manager	
Covid 19 Risks associated with hirers returning at the same time	Covid 19 may be transmitted by anyone using the halls/office space	All hirers and staff	1					3	3	Groups wishing to return who use the kitchen will be asked to clean it		Rev Lynn communicating with hirers	
Covid 19 risks of shared rooms for changing into activity specific clothing	Spread of Covid 19	Fitness groups, dancing,	1					3	3	All hirers have been asked to refer to the Govt guidance for their activity		Rev Lynn & JM communicating with hirers	
Covid 19 risk to staff of handling cash & staff not available to handle cash	Spread of Covid 19	Hirers who normally pay be cash	1					3	3	Hirers informed by e-mail that they need to pay by standing order or by Bacs		Rev Lynn & JM communicating with hirers	