

Resources used – CofE risk assessment for opening church buildings & Gov.UK COVID-19: Guidance for the safe use of multi-purpose community facilities and other Gov.UK Covid Guidance and Communication from LBS Environmental and Community Safety

Church: All Saints Hackbridge & Beddington Corner Risk Assessors: Rev Lynn Billin, 30th June 2020 (updated 20/07/20 & 26/08/20. 09/09/20)

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 L = 1, M = 2 H = 3	Severity of harm if injury does occur L = 1, M = 2 H = 3	Risk level Risk level = Likelihood x Severity	Current control measures in place	Further control measures required	Person responsible to implement further measures required and date to implement	Date to review: <i>Assessments are annual review unless the task changes/alters</i>	
			WITH CURRENT CONTROLS IN PLACE							
Opening the Centre to staff and hirers – London Borough of Sutton requirements in regard to contact tracing	Covid 19 outbreak involving Centre	Anyone using the Centre		3		3	9	Rev Lynn is in contact with Alex Catterall: Sutton Environment and Community Safety regarding Centre closure and opening Centre is currently closed until 14 th September at earliest	Inform Alex Catterall when we are due to open the Centre and the safety measures we have put in place Maintain a list of who enters the All Saints Centre with contact details (staff, maintenance, clergy, etc) All hirers to complete their own records of contact details for each time they are in the Centre	Rev Lynn Rev Lynn and June Mountsteven - Centre Manager when back from furlough Rev Lynn to inform hirers
Known exposure of Covid 19	Covid 19 outbreak involving Centre	Anyone using the Centre	1			3	3	Centre is currently closed until 14 th September at earliest	Inform Sutton Environment Community Safety, Follow guidance Covid 19 cleaning in non-healthcare settings	Rev Lynn & JM – Centre Manager Centre manager & assistants

RISK ASSESSMENT FORM - Covid 19 – preparation for opening the All Saints Centre

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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 2020 decided not to take on any casual bookings including parties during the Covid 19 pandemic The All Saints website has been updated		Rev Lynn is responding to enquiries until JM – Centre Manager returns from furlough	
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	The Centre is closed to all but Humpty Dumpty pre-school until 14 th September at earliest A notice is on the main entrance. The All Saints website has been updated	Ensure the Centre is Covid Safe for opening	Rev Lynn	
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone visiting the Centre	Anyone visiting the Centre	1		3			3	3	Handwashing facilities available in toilets however only one person allowed in toilet area at a time 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	

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Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone visiting the Centre	Anyone visiting the Centre	1		3		3		3	2m signage at entrance and in all the halls One way system in place. Offices: enter and leave by the main entrance Vinyl floor stickers 2m spacing stickers installed in corridors. Notices to keep on the left in the corridors			
Opening the Centre to staff and hirers – limiting numbers of people	Covid 19 may be transmitted by anyone using the Centre	Anyone visiting the Centre			3		3		9	Hirers have been informed of maximum numbers in each Hall: Bevan – 25 Esdaile – 16 Gardner – 12 These numbers do not take into account tables and chairs	Hirers to comply and limit numbers to what is safe and follow current Govt Guidance updated 9 th September <i>'Community facilities following Covid-19 secure guidelines can host more than 6 people in total, but no-one should visit or socialise in a group greater than 6'</i>		

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Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone visiting the Centre	Anyone visiting the Centre			3			3	9		Centre staff to carry out cleaning & empty bins – particular attention to frequently used & touched areas Gloves are already in use	JM Centre Manager & Centre assistants	
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	For hirers to comply Risk assessment to go to hirers & be put on All Saints website	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 the halls/office space	Anyone using the Centre			3			3	9	One-way system Halls: leaders enter by main entrance, members enter and leave via the fire exits. Offices: enter and leave via the main entrance. Main corridor will have two way traffic to access toilets in corridor One-way vinyl floor stickers have been installed	For hirers to comply Risk assessment to go to hirers & be put on All Saints website	Rev Lynn & Centre assistants	
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using toilets	Anyone using the Centre			3			3	9	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		

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Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using toilets	Anyone using the Centre			3			3	9	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 to be placed in toilets		
Opening the Centre to staff and hirers	Covid 19 may be transmitted by anyone using toilets	Anyone using the Centre								Notice 'One person in the toilet area at any one time in place Sanitiser station near each toilet prior to entry of toilet area – between men & ladies toilets & outside accessible toilet	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 the halls/office space	Anyone using the Centre			3			3	9	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	While JM Centre Manager on furlough, 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			3			3	9		All hirers to complete their own Covid 19 risk assessments taking into account activity specific risks and All Saints risk assessment.	Rev Lynn has informed hirers	
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			3			3	9		All hirers to complete a Covid 19 addition to the hire agreement	PCC have agreed the Covid 19 addition to the hire agreement – 22 nd July 2020 JM as Centre manager will implement	
Some activities deemed Covid 19 high risk: singing	Spread of Covid 19	Any group which participates in singing			3			3	9		Currently Centre is closed until September 14 th at earliest The Govt and Church of England have said that singing is not to take place indoors	Rev Lynn is in contact with hirers until JM Centre Manager returns from furlough	

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Social distancing – some rooms may not be suitable for hirers	Covid 19 may be transmitted by anyone using the halls/office space	All hirers and staff			3			3	9	Centre is currently closed to hirers until 14 th September at the earliest JM as Centre manager is devising a plan of which rooms are available		JM as Centre manager will implement & keep Rev Lynn and PCC informed	
Main Centre office too small for 2m social distancing	Covid 19 may be transmitted by anyone using or visiting the office	Staff and volunteers & anyone visiting the office			3			3	9		Only one member of staff/volunteer to be working in or manning the office PCC have agreed to provide face shields for staff and volunteers	Rev Lynn has ordered face shields	
Multiple use of kitchen	Spread of Covid 19	Humpty Dumpty Pre-School and any other users			3			3	9	Kitchen is closed to hirers other than Humpty Dumpty pre-school until further notice Social function and eating in groups currently not allowed	When kitchen opens to other hirers, the sink near the water heater in is to be designated for sole use by Humpty Dumpty	JM Centre Manager	

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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			3			3	9	<p>Hirers have been informed that the Centre will not be opening before 14th September at the earliest.</p> <p>Rev Lynn and JM working on a staged return</p> <p>PCC have approved a staged opening of the centre</p> <p>Bevan Hall not available Monday to Friday until after half term 2nd November</p> <p>Some adult groups back in September</p> <p>Children's groups return 5th October if able</p> <p>Rev Lynn has e-mailed hirers</p> <p>Children's groups to comply with current Govt guidance on numbers & groupings</p>		Rev Lynn communicating with hirers	

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Covid 19 risks of hirers gathering in groups with other hirers	Covid 19 may be transmitted by anyone using or visiting the office	All hirers and staff			3			3	9	Hirers have been told by e-mail that the kitchen is closed until shared meals are allowed and the kitchen is closed	Hirers to be told not to gather on the premises including grounds – included in revised Covid 19 Addition to Hire agreement	Rev Lynn communicating with hirers	
Covid 19 risks of shared rooms for changing into activity specific clothing	Spread of Covid 19	Fitness groups, dancing,			3			3	9		Hirers to be told that members need to arrive dressed for the activity	Rev Lynn 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 by cash			3			3	9	Hirers informed by e-mail that they need to pay by standing order or by Bacs		Rev Lynn communicating with hirers	