

ST ANDREWS PSALTER LANE CHURCH

Opening Shirley House for Community Group Use Covid 19

Risk Assessment and Precautions

Version 5 18th May 2021

Aim Prevent spread of virus in building by operating it in Covid 19 secure manner

Those at risk All who enter building

Risks being considered:

- Close contact with people when entering or leaving the building
- Touching contaminated surfaces such as handrails, door handles, light switches etc
- Use of toilets
- Use of kitchen
- Close contact with people in narrow corridors or on stairs
- Eating and drinking
- Use of furniture, pens, money etc
- Close contact with others in meeting rooms
- Coughing and sneezing
- Inhaling aerosols

Precautions to reduce risk to LOW

Management

- Ensure that hirer / prganiser is aware of above risks and requirements set out below
- Hirer / organiser to complete a risk assessment and ensure measures are put in place to ensure Covid 19 security. This needs to be approved before room used.
- Undertake twice weekly cleaning of touch surfaces in common areas.
- Maintain adequate supplies of hand sanitiser, disinfectant wipes etc for hirers to use.
- Sign areas eg kitchen and toilets that are not to be accessed
- Kitchen not to be used
- Return quarantined chairs to store after 3 days
- Ware face covering and ware gloves when handling used furniture and other items

Room hirer / organiser

- Ensure that activity is carried out in compliance with current advice, including the requirement that people do not assemble in groups of more than 6 (Total number of people present should be no more than the safe capacity of the room)
- Capacity of room 1: 20 singles; Room 3 12 singles
- Carry out a Risk Assessment and list mitigation actions to ensure that risks of contagion are minimised. This must be approved before activity can take place.
- Do not allow anyone who has symptoms of Covid or flu, is instructed to isolate or is in a vulnerable category (ie over 70* or health issues) to enter
- Ensure everyone washes or sanitises hands thoroughly
- Ensure 2m spacing from anyone outside household / bubble at all times. Spacing can be reduced to 1m if face covering worn.
- Advise participants of correct arrival time to avoid crowding the hall-way and ask people to wait outside if the hall-way is occupied.
- Advise participants to notify you and for you to notify the Church office if they develop syptoms or test positive within 2 weeks of attending the meeting.
- Ensure participants move directly from the entrance to their seat and exit without

queueing.

- Everyone must wear a face covering (unless exempt or regulations allow activity without one).
- Record attendees' names and contact details and keep this list for 21 days after the event.
- Ensure seating is suitably spaced to ensure 2m spacing (or 1m with face covering) between bubbles (up to 6 people from separate households may sit together)
- Open windows to improve ventilation (but close and lock all windows at end of session)
- Do not enter corridors, stairs etc less than 2m wide if someone is already there.
- Toilets user to clean all handles, taps and touched surfaces with disinfectant wipes.
- Wash hands frequently / Use hand sanitiser
- Avoid touching surfaces and equipment: Some doors to be wedged open.
- No food or drink to be shared. Only own or sealed packet food/drink may be consumed.
- Catch coughs and sneezes in paper hankie (and dispose) or crook of arm. Wash or sanitise hands afterwards
- Monitor and advise attendees to ensure safety
- Wear gloves to handle money
- User to clean touch surfaces using disinfectant spray and wipes after use.
- Place used chairs to area outside chair store. Indicate date used.

Attendees / All:

- Do not enter if you or anyone in bubble has symptoms, is instructed to isolate, has had contact with a or is in a vulnerable category (ie aged over 70* or health issues)
- Do not enter if people are exiting the building. Wait until you can enter without queuing.
- On entering wash or sanitise hands thoroughly (sanitiser in hallway)
- Maintain 2m spacing (1m with face covering) from anyone outside your bubble at all times. Do not mingle with anyone outside your bubble.
- Do not assemble into groups of more than 6 people from 2 households
- Wear face covering (unless exempt or regulations allow activity without one).
- Move directly from the entrance to your seat and at the end of the meeting wait in your seat until you can leave without queuing.
- Provide organiser with name and contact details (to be confidential and kept for 3 weeks) and scan NHS Test and Trace QR Code
- Move quickly from entrance to seat.
- Store clothing and other belongings under seat (NOT on other seats)
- Catch coughs and sneezes in paper hankie (and dispose) or crook of arm and wash/ sanitise hands.
- Toilet user to clean touched surfaces with disinfectant wipes.
- Only own food/drink may be consumed.
- Books, pens and anything else that has been touched by someone should be quarantined (by placing in sealed storage box or bag) for at least 48 hours before being handled by anyone else.

* Older people are more at risk from Covid 19. Government advice for those who are more vulnerable to Covid 19 is to stay at home and if they go out to avoid contact with others.

JCC 18th May 2021