

**The Weald Community Church**  
**Risk Assessments**

**Activity:** Using Cowfold Village Hall during Covid-19

**Name of person completing risk assessment:** Adamo Bartella & Gillian Fletcher **Date:** 16/07/2020

Reviewed & Updated – 28/08/2020 by Adamo Bartella & Nicola Harwood

<b>Consideration</b>	<b>Initial Assessment and measures already in place</b>	<b>Reasonable measures to be taken</b>	<b>Actions Planned Completed WHO?</b>
<p>Ensure people with infection or are at high risk of infection do not enter the building.</p> <p>For clarity this is:</p> <p>A) Currently have known symptoms B) Have been in close proximity of those who have shown symptoms, or have a confirmed case of Covid-19 within the last 14 days. C) Those advised to shield by the Government</p> <p>Symptoms:</p> <ul style="list-style-type: none"> <li>• Cough (dry or otherwise)</li> <li>• A high temperature</li> <li>• Shortness of breath</li> <li>• a loss or change to sense of smell or taste</li> </ul>	<p>Government advice and guidance made to all members of the public in respect of self-isolation, testing and shielding.</p>	<p>Communication from Village Hall chairman Jason to those who may use the building and everything to be done by booking.</p> <p>Proposed communication:</p> <p>“If you have the following symptoms, please do not enter the building. Please follow government advice and return home and self-isolate for 7 days and request a test. If you live with others, they should stay home for 14 days to avoid spreading infection during the virus incubation period.</p> <p>If you require practical help and support during this time please contact care@weald.org or the church office 07713 969923”</p> <p>Display this advice at all entry points into the building.</p> <p>Communication to groups and individuals using the building before they use it</p> <p>Ensure those leading groups / staff using the building are aware of the symptoms and guidance</p>	<p><b>Planned:</b></p> <p>Signage completed and posted on all entrances at the front and rear of the building. Completed by Weald 28/08/20</p> <p>Communication between the Weald and The Village Hall Chairman should any Covid-19 cases arise. Ongoing</p> <p>Village Hall risk assessment to be completed. Village Hall providing risk assessment</p> <p>Weald to share risk assessment with the church &amp; village hall</p> <p>Weald to provide a register to record those entering the hall, for Track &amp; Trace purposes. Ongoing</p>

<p>Risk of infection by touching unclean surfaces and objects within the building</p>	<p>Hand wash areas in bathrooms and kitchen</p> <p>Some gels available within the building</p> <p>Regular cleaning of surfaces and equipment by the welcome/clean team.</p>	<p>Provide a sufficient number of hand sanitiser stations at the entrance and exit of the hall and the toilets.</p> <p>Provision of a bin in which to dispose of used tissues.</p> <p>Antibacterial wipes for surfaces and equipment to be made available throughout the building for use on equipment that cannot/should not be doused in spray (for example band, PA, Computer equipment)</p> <p>Produce posters/signage to draw peoples' attention to:</p> <ul style="list-style-type: none"> <li>• Hand cleaning requirements</li> <li>• Sanitation stations</li> <li>• Availability of anti-bac wipes</li> <li>• Advice on sneezing and coughing (cough into elbow, use a tissue, dispose of tissue immediately in the bin provided).</li> <li>• How to clean up/request cleaning if a surface is soiled or provisions need to be replenished</li> </ul> <p>Issue specific cleaning instructions to the welcome/clean team for high contact objects and surfaces, such as (though not limited to)</p> <ul style="list-style-type: none"> <li>• Door handles and push pads (main doors and toilet cubicles)</li> <li>• Window openers</li> <li>• Stair rail to stage</li> <li>• Light switches on stage</li> <li>• Taps and soap/gel dispensers</li> <li>• Table tops, desks, tables</li> <li>• Fridge doors/handles, dishwasher handle (when the time comes that we start using the kitchen again)</li> </ul>	<p><b>Planned:</b></p> <p>Weald to provide sanitiser.</p> <p>Stations each comprise:</p> <ul style="list-style-type: none"> <li>• Hand gel dispenser</li> <li>• Anti-bac wipes</li> <li>• Anti-bac spray</li> <li>• Tissues</li> <li>• Signage for recommended use</li> <li>• A bin</li> </ul> <p>In addition, signage for effective handwashing and surface cleansing has been displayed in all communal workspaces (including musical instruments, PA and AV equipment)</p> <p>Ongoing</p> <p>Toilets, kitchen and floors will be cleaned by the village hall as normal.</p> <p>On a Sunday morning the Weald will need to clean light switches, door handles and table tops.</p>

		<p>Replenishment of equipment:</p> <ul style="list-style-type: none"> <li>• Village Hall to review levels and refresh supplies in bathrooms on a regular basis and in advance of larger groups or events using the building.</li> <li>• Weald will refresh supplies of all safety hand sanitiser and equipment.</li> </ul>	Ongoing
Risk of airborne infection through close proximity to others	Government advice on maintaining a 2 metre distance from others and the use of PPE.	<p>Communicate through signage:</p> <ul style="list-style-type: none"> <li>• The need for social distancing</li> <li>• What 2m looks like? (e.g. positions where band members should stand when rehearsing or recording).</li> <li>• Avoiding working in confined/enclosed spaces with others, for instance one-way systems (where feasible) and corridor use etiquette/procedure.</li> <li>• Advice to building users to bring facemasks if they have them and the provision of disposable masks for those who don't have them.</li> <li>• Social distancing to be adhered to whilst using the toilets.</li> </ul>	<p><b>Planned:</b></p> <p>Signage created and displayed</p> <p>2m distancing</p> <p>One-way system around the ground floor implemented. People will enter through the main doors and exit through the fire doors opposite the old Co-op.</p> <p>Provision of facemasks at the entrance to the Village Hall for members and or visitors to use as appropriate (although advice is for people to bring their own).</p> <p>One person to use the toilets.</p> <p>Ongoing</p>

<p>Risk of contamination in the main hall when preparing to reopen for prayer meetings or other smaller gatherings</p>	<p>Hand wash areas in bathrooms and kitchen.</p> <p>Alcohol Gels available throughout the building</p> <p>Regular cleaning of surfaces and equipment by the caretaker and clean/welcome team</p> <p>Government advice on maintaining a 2 metre distance from others without PPE or 1 metre+ with the use of facemasks and/or other PPE.</p> <p>On-way system in place in the confined ground floor corridor to the toilets, kitchen and back stairs.</p>	<p>Deep clean to be undertaken by the Village Hall before re opening to the public.</p> <p>Village Hall to be aired on arrival.</p> <p>Sufficient supplies of liquid soap, disposable hand towels and toilet paper available in all toilets, kitchen and food preparation places (kitchen spaces are not to be used until government guidance permits).</p> <p>Congregation to be given a building orientation outlining the provisions and restrictions in place.</p> <p>Navigation around the building to be effectively planned, managed and communicated with the use of one-way systems in place for entry and exit from the building, welcome team directing (where an event necessitates stewarding) and clear signage.</p> <p>Whilst it is acknowledged that fire doors play an integral role in church safety, it is currently assessed that key corridor doors may need to be held open to avoid handle contamination. Fire doors to be closed when the Village Hall is vacated after hire.</p> <p>Village Hall to be assessed to determine the maximum number of people that can be accommodated to enable adequate social distancing (2 metres) or 1 metre with adequate face coverings and additional PPE. This is also to be completed for every room or meeting area, with clear signage to communicate maximum capacity for each room.</p> <p>Chairs to be pre-positioned with reasonable distance between them, or if not pre-positioned chairs, appropriate floor markers will be used to indicate where chairs should be placed. (See draft outline plan attached re proposed layout)</p>	<p><b>Planned:</b> Communication with church members advising them to bring their own beverages in appropriate containers.</p> <p>Further plans for access and egress of the building to be considered and documented - Ongoing</p> <p>Discussion with Village Hall regarding cleaning requirements and assistance Ongoing</p> <p>Review of capacity requirements in line with Government guidance (ongoing)</p> <p>Signage created and displayed.</p> <p>The Village Hall has been measured and is understood to have an effective capacity of approx. 55 grouped individuals</p> <p>Agreed with the Village Hall chairman that more than 30 would be ok as long as 2m distance adhered to.</p>

		<p>Current guidance (14<sup>th</sup> August Government guidance for places of worship) states: <i>Gatherings of more than 30 people will be permitted but only in certain public places as set out in law. This will include places of worship and their surrounding premises. There are however activities where it is advisable to restrict numbers to 30 within a place of worship for public health reasons. This guidance sets out those activities as well as how to ensure your place of worship is COVID-19 secure.</i></p> <p><i>Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines. 2 metres or 1 metre with actions taken to reduce the risk of transmission (where 2 metres is not viable) between households are acceptable. For example, use of face coverings.</i></p> <p>Small groups of professional or non-professional singers will be able to sing in front of worshippers both outdoors and indoors from 15 August. Singing in groups should be limited to a small, set group of people and should not include audience participation.</p> <p>Attendees at a physical services should remain seated whilst the event is taking place.</p> <p>Communal food/drink consumption is not permitted within the building, before, during or after any group meeting.</p> <p>Attendees to physical services are to be advised to bring own water bottles.</p>	<p><b>Completed:</b></p>
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<p>Risk of contamination from the use of toilets, when opening to other groups.</p>	<p>Hand wash areas in bathrooms and kitchen</p> <p>Hand gels, soap and hot water available throughout the building.</p> <p>Disposable hand-towels available in all bathrooms</p> <p>Regular cleaning of surfaces and equipment by the gleam team.</p>	<p>Will be cleaned by village hall caretaker.</p> <p>Hands must be washed thoroughly after using toilet facilities, for at least 20 Seconds. Appropriate signage to be placed at each hand wash basin.</p> <p>Due to space restrictions only one person should use each bathroom at a time.</p> <p>Sufficient liquid soap will always be available in all bathrooms. This will be checked before and after the Village Hall has been used either by the village hall team or by another designated person and will be topped up in between if required.</p> <p>Disposable hand towel levels will be checked and topped up as needed</p> <p>Bins in toilets will be emptied after each use of the building.</p>	<p><b>Planned:</b> Bathroom occupancy signage for each door</p> <p>Handwash Signage created and displayed Completed – 28/08/20</p> <p>Ongoing - Village Hall</p> <p>Agreed with the Village Hall that the Weald will empty any bins used and bin bags disposed of in outside bins. Ongoing</p>
<p>Cleaning church after known exposure to someone with the coronavirus symptoms</p>	<p>Government advice - The infection risk from coronavirus (COVID-19) following contamination of the environment</p> <p>The risk is likely to be reduced</p>	<p>Weald advice to Village Hall would be to close the Village Hall for 72 hours with no access permitted, as per Government advice.</p> <p>Once the Village Hall has been quarantined for 72 Hours then the cleaning team to carry out a deep clean.</p>	<p><b>Planned:</b> Review and agree a plan of action specific to this risk.</p> <p>Notify Village Hall and all those present</p> <p>Ongoing</p>

	significantly after 72 hours.		
Risk re – opening small groups, Church Mice & The Smithy	General risk assessment guidance common to this document.	<p>When returning to small groups and Church Mice, on the assumption that the venue owner (ie Village Hall) will have their own guidelines for us to abide by.</p> <p>However, we will perform our own site-specific risk assessments and implement measures (which may exceed, but not fall short of, the venue owners’ own requirements).</p> <p>This will include as a minimum:</p> <p>Hand sanitiser stations available at all access points into and out of the building, and throughout the meeting spaces being used (care taken to ensure safety for children and young people using the equipment).</p> <p>Door handles, tables and any other equipment (including PA, AV, instruments, etc) and surfaces will be cleaned before and after use, where necessary, with appropriate antibac sprays and wipes.</p> <p>Chairs to be pre-positioned with reasonable (appropriate) distance between them when setting up for a Sunday morning, Church Mice or other small groups.</p> <p>Chairs to be wiped down/ cleaned when being put away into storage.</p> <p>In regards to all of the above, there will be strong communication with Cowfold Village Hall Management Team</p> <p>Specific detailed plans for the operation of children’s groups (including Church Mice) will be produced with leaders of those groups as measures for the management of children’s groups</p>	<p><b>Planned:</b></p> <p>Preparation of risk assessments per venue under the prevailing guidance at the time of our decision to resume meeting.</p> <p>Reviewing meeting capacity limitations and measures (For instance capping the number of attendees per session)</p> <p>Ongoing</p>

		will need to be strict and may have implications for adult/child ratios and safeguarding/wellbeing.	
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