

# Covid-19 Risk Assessment

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<b>Name &amp; Address of Church</b>	Trinity Methodist Church. Harborough Rd. Oadby. LE2 4LA	<b>Assessment under taken by Covid Officer and Church Steward</b>
<b>Area of Building Assessed</b>	Entrances. Toilets. Foyer. Primary Room. Hall	<b>Date of Initial Assessment 14.08.2020</b> <b>Date to be Reviewed 01.10.2020</b>

**Conditions of use: All hirers must keep to their own permitted areas and use the entrance/exit designated in their hiring documentation.**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2= Frequently 3= Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
All areas of the premises, with the exception of Zeph’s Café, the Meeting Room and the Worship Area.	All Hirers	2	1	3-4	Compliance with the safety measures provided by Trinity Methodist Church, Oadby	Supervision by all group leaders.

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<b>Entrance and its approach</b>	Everyone attending groups or meetings led by external hirers	2	1	2-4	Ensuring current distancing rules are followed – signs and tape indicate correct spacing	Leaders of groups to ensure compliance
<b>Foyer and Rear entrance</b>	Everyone attending groups or meetings led by external hirers	2	2	6	All persons must wear a mask (as per current ruling), and must sanitise their hands using the wall-mounted hand-sanitising dispensers set up for this purpose.	Leaders of groups or their delegated assistants to ensure compliance
<b>Foyer and Rear entrance</b>	Everyone attending groups or meetings led by external hirers	2	2	4	Names of attendees, together with their telephone number must be listed for ‘Track and Trace’ purposes. List to be dated and retained for at least 3 weeks.	Leaders of groups or their delegated assistants to ensure compliance

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<b>Foyer and Rear entrance</b>	Everyone attending groups or meetings led by external hirers	2	2	4	No outer clothing to be hung on pegs but kept with attendees.  Umbrellas placed in holder in Foyer (or kept with attendees) and collected again when leaving the premises	Leaders of groups or their delegated assistants to ensure compliance
<b>Hall and Primary Room</b>	Everyone attending groups or meetings led by external hirers	2	2	2-4	No group using the Hall shall exceed 30 people per session or 10 people per session in the Primary Room. This ensures personal safety and the ability to maintain current distancing levels	Leaders of groups to ensure compliance
<b>Hall and Primary Room</b>	Everyone attending groups or meetings led by external hirers	2	2	6	If hand sanitisers provided in the entrance areas have not been used, the wall-mounted ones in the Hall or Primary Room to be used	Leaders of groups to ensure compliance

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<b>Hall and Primary Room</b>	Everyone attending groups or meetings led by external hirers	2	1	1-2	Each hirer to have completed their own Risk Assessment and have supplied the Booking Officers with a copy prior to their first meeting. They should regularly review it to comply with current government guidelines and send any revised copies to the Booking Officers.	Leaders of groups to ensure compliance
<b>Hall and Primary Room</b>	Everyone attending groups or meetings led by external hirers	2	2	3-4	There will be a 30 minute ‘clear space’ between bookings/sessions in the same room to ensure no crossover between members of different groups	Leaders of groups to ensure compliance
<b>Hall and Primary Room</b>	Everyone attending groups or meetings led by external hirers	2	3	6	All hirers to be responsible for wiping/sanitising any chairs or tables used, both before and after use	Leaders of groups to ensure compliance

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<b>Hall, Primary Room, Toilets and Entrance areas</b>	Everyone attending groups or meetings led by external hirers	2	1	2	Maintenance of hand sanitisers, handwash liquid and toilet sundries.	Supplied by Church officers
<b>Toilets, Hall, Primary Room, Foyer and all entrance areas</b>	Everyone attending groups or meetings led by external hirers	2	2	2	Toilets, Hall, Primary Room, Foyer and all entrance areas are cleaned professionally before activities commence on 6 days per week	Church officers to ensure this work is carried out each day
<b>Toilets</b>	Everyone attending groups or meetings led by external hirers	1	1	1-2	Toilet usage should be minimised where possible. Groups using the Primary Room should use the Rear entrance toilet. Those using the Hall should use the Rear entrance toilet if there is no one in the Primary Room, otherwise use the Foyer toilets.	Leaders of groups to ensure compliance

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<b>Doors and windows</b>	Everyone attending groups or meetings led by external hirers	2	2	4	Where practical – doors and windows should be opened before meetings commence and <u>should be shut at the end of the session</u>	Leaders of groups to ensure compliance
<b>Room/rooms occupied by hirer</b>	Everyone attending groups or meetings led by external hirers	3	2	6	All rubbish generated during the occupancy to be bagged and <u>taken away by the hirer</u> for disposal.  Nothing must be left on the premises.	Leaders of groups to ensure compliance