

Stewartby United Church Risk Assessment for opening the hall and annex 2020

Areas of focus	Controls required	Additional information	Action by
Areas for hire	Church hall Main room in annex	Also corridors for access	Hirer
Procedures for use	Opening, using, closing premises	Hirer/church to agree written procedure	Hirer/cc
Access to buildings	Named person for opening/closing	Hirer must notify church of named person	Hirer
	Written procedure for use	Each hirer to have written procedure	Hirer
	List of people present at event	Names and contact numbers of all	Hirer
	Compliance with regulations	Hirers must comply with current ones	Hirer
	Opening doors/windows	One person only	Hirer
	Light switches/heating controls	One person only	Hirer
	Hand sanitiser at entrance	Hirer to provide	Hirer
	Hand sanitiser at exit	Hirer to provide	Hirer
	One point entry	Side door for hall Front door for annex	Hirer Hirer
		Access to building	Only people who have booked
Toilets	Only one toilet to be available	Closed signs on doors of other toilets	CC
	Disabled in church hall	Close doors on toilets not available	Hirer
		Ask people to use toilets only if necessary	Hirer
	Cleaning toilet	Hirers to clean toilet after any use	Hirer
	Cleaning materials Bin	Supply in toilets/cleaning cupboard	CC
Kitchen	Kitchen closed	Sign on door	CC
		Compliance with closure	Hirer
Infection control	Compliance with local guidelines	Hirer must comply with local and national guidelines	Hirer
		Immediate notification to church if infection suspected and to Public health	Hirer
		ensure parents/attendeees know their responsibilities	Hirer
Social distancing	one way system when necessary distancing in classes size of gathering	exit via back door	Hirer
		appropriate markings/mats	Hirer
		allow for 2 metre distancing	Hirer
Equipment	limiting equipment used	all equipment must be cleaned after use	Hirer
	chairs	all equipment brought in to be cleaned first use only if necessary,	Hirer Hirer
Rubbish	No rubbish/equipment to be left	Toilets/hall/corridor to be checked hirer to remove safely	Hirer
Cleaning after use	All items touched to be cleaned	Switches, door handles, floor (if used)etc	Hirer
	Suitable cleaning materials	Available in cleaning cupboard	CC
	Cleaning after known Covid case	Affected area to be closed for 72 hours	CC
	safety of cleaners	Discuss risks with cleaner/volunteers	CC
Insurance	Liability Insurance	Each hirer to ensure they have adequate cover, including Covid	Hirer