# Covid-19 Risk assessment

## Name: St Paul’s Church Assessment carried out by: Charles George

## Date of next review: TBA Date assessment was carried out: 11 January 2022

St Paul’s Church, Boundary Road, West Bridgford, hires out to the local community its 2 halls for a variety of activities. The purpose of this document is to ensure that all users and hirers are protected from any potential risks associated with Covid-19. This document identifies those steps taken by St Paul’s to ensure that this multi-purpose community facility is COVID-19 Secure and, therefore, is available to be used as a community facility and is designed to assist hirers provide their own required risk assessment, which is a mandatory requirement (identifying the risks they must deal with). All Risk Assessments must be approved by St Paul’s Parish Church Counsel (PCC) before confirmation of hire.

IMPORTANT: This risk assessment underwent significant changes after step 4 of the [roadmap to ease restrictions](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary) issued by the UK government came into effect from 19th July 2021 onwards. As step 4 saw the easing of all legal restrictions, this risk assessment proceeded in the knowledge that step 4 legally removed the need for Covid secure status. The position has undergone further review in the light of the government’s decision to move to Plan B from 10 December 2021 in recognition of the transmissibility of the Omicron variant. [Prime Minister confirms move to Plan B in England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/prime-minister-confirms-move-to-plan-b-in-england) Accordingly, please have regard to Important Note 7, but meanwhile we have **retained the rest of this preamble for reference purposes only**.

This document has regard to Government guidance and will be reviewed on an ongoing basis taking into account any revision to existing guidance. This Risk Assessment has regard to (but not exclusively) to the following:

What we can and cannot do: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

Safe use of multi-purpose community facilities: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> WITHDRAWN 23 JULY 2021.

Cleaning after known known or suspected case of COVID-19: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

IMPORTANT: Before we can consider a hall hire request, we must be satisfied that the activity is not prohibited by the Rule of 6 imposed by the Government on 14 September 2020. In that regard, please consider the above detailed government documents on what can be done and safe use of multi-purpose community facilities. A useful starter is Section 3.19 of the first document and Section 3c “Recreation, leisure and social gatherings” of the latter document.

IMPORTANT 2: On 14 October 2020, the Government introduced the 3 Tier system of local Covid alert levels. At the time of the review of this Risk Assessment we are at Level 2 (High) and while we remain at that level, or are placed in Level 3 (Very High), the Rule of 6 referred to above is not operative indoors and we will need to have regard to any additional restrictions applicable to Level 2 or 3.

IMPORTANT 3: From 2 December 2020 (after Lockdown 2) we currently stand in Level 3 (Very High), which significantly limits allowed activities as detailed in the “Safe use of multi-purpose facilities”, but significantly early years and youth provision is allowed as detailed at Sections 3a and 3c.

IMPORTANT 4: As from 31 December 2020 we have been moved into Tier Level 4, which was introduced by the Government as from 20 December 2020. Tier 4 is a Stay-at-Home Order with limited exceptions and how those exceptions relate to this Risk Assessment are detailed in the above detailed Safe use of multi-purpose community facilities and [Tier 4: Stay at Home - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/tier-4-stay-at-home). We will continue to review the regulations and guidance, but our current assessment is that only Willow Pre-School (who have a standalone Risk Assessment) can use our halls and all other current users or prospective users cannot do so.

IMPORTANT 5: As from 6 January 2021, Lockdown 3 takes over. As regards hall hire, this adds nothing to or changes the restrictions in place from Note 4 above.

IMPORTANT 6: In line with the Government’s Roadmap out of lockdown Step 2 (from 12 April 2021) allows once again children and youth provision, in addition to Willow Pre-School.

IMPORTANT 7: We have a variety of hall users covering a range of activities, which means it is not practical to have a single set of conditions. This Risk Assessment sets out our preferences as regards hall use as it remains important to mitigate the potential for spreading Covid-19, most particularly the highly infectious Omicron variant. Certain fundamental actions can prevent spread and previously formed part of Covid-secure mitigations. We recognise these are not a condition of use but hope and expect our hirers recognise it is in all our interests to follow these precautionary practices wherever possible. Key areas for consideration are face coverings, ventilation, and use of lateral flow tests.

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Transmission of virus on arrival or departure** | Any users | Hirers to consider a “one-way system” for arrival and departure. The facility has a main entrance but also a separate entrance into the halls that can be used. | Hirers should inform all users about any system for entry and departure, clear guidance on timings for arrival and departure to avoid congestion, social distancing (where possible) prior to entering the premises, and provision of hand sanitisers to be used on arrival. Such a system is beneficial where the nature of the activity has sequential groups arriving/leaving. | Hirer |  |  |
| **Transmission due to failure of social distancing** | Any users | There is no maximum capacity provisions but where feasible hirers are to consider whether social distancing is feasible. | **Face coverings:** Hall users must have a policy having regard to the government legal requirement subject to specified exceptions (including such as children activities) to wear face covering in enclosed public spaces.  **Ventilation:** Enclosed spaces make it easier for the virus to be transmitted and this risk can be reduced by leaving doors and windows open to allow the flow of air. Note guidance that ventilation 10 minutes at a time as a minimum is recommended.  **Lateral flow tests:** Users to encourage attendees to undergo regular testing by lateral flow tests specific to their circumstancesand in line with guidance to reduce risk of the Omicron variant being transmitted. | Hirer | In Risk Assessment |  |
| **Transmission of virus when using the toilet and due to poor hygiene** | Users | We have appropriate notices in the toilets to ensure good hygiene.We will provide all hall users with hand sanitisers and cleaning materials (cloths, anti-viral sprays and gloves). All thetoilets have handwashing facilities, including liquid soap, paper towels and waste bins. | Hirers/users to consider giving instructions as to hygiene. Use of hand sanitisers. Clean toilets with antibacterial cleaners after each session. | Hirer |  |  |
| **Transmission of virus through touching common surfaces and equipment.** | Users | Our cleaning regime for the facility will include the toilets being thoroughly cleaned Monday through to Saturday (Willow Cleaners) | Hall users to consider where possible a regime for cleaning all frequent touch points and the toilets (see above section). Importantly consider if time at the end of a session to carry this out before the next user can enter the premises. This recognises that crossover is a virus transmission risk. Own equipment for activity provided by hirer. | Hirer |  |  |
| **Transmission of virus due to noise.** | Users | All users to consider steps to avoid people needing to unduly raise their voices. This is a balance of legal requirement as regards face coverings against what a particular group feels is safe for them when meeting indoors. | Hirers to consider music or broadcasts that may encourage shouting or make normal conversation difficult. Where the activity involves such as music regard to be had to guidelines, for example, for performing arts, although indoor singing is allowed without use of face coverings. Where the activity involves a speaker consideration must be given to such as seating arrangements to avoid the risk of aerosol transmission. Face coverings will be required for such an activity. | Hirer | In Risk assessment |  |
| **Transmission of virus on consumption of refreshments and food** | Users | All hall users are informed self-service using the kitchen is allowed. | Hall may want to consider asking attendees to bring own food and drink, if needed. Consideration to be given to limiting the numbers of those allowed in the kitchen and minimising contact through any shared/communal items. | Hirer |  |  |
| **A user becoming unwell with COVID-19 symptoms during an activity** | Users | Hall hirers should be aware what to do. The lounge adjacent to hall 1 can used as an isolation room. We also ask the hirer to contact St Paul’s Office Administrator to be informed ideally within 2 hours by e-mail, phone or text. This is also requested in the event of a subsequent positive test. In the event of a positive test we will decide what quarantine measures, if any, in the light of any deep clean carried out, are needed to be put in place. | Hirers are advised to have a clear procedure if an individual presents with COVID-19 type symptoms. Isolation and contact. Supervision of individual and PPE of supervisor. Advice to be given about testing and reporting results. Bagging of waste: double bagged and kept for 72 hours or until a negative test result in line with “cleaning in a non-healthcare setting”. Undertaking of deep clean. | Hirer | Risk assessment |  |
| **NHS Test and Trace (collecting user data)** | Public at large | Hall users are invited to keep a register of users to be retained for 21 days from the day of the relevant activity. We have an NHS Test and Trace QR Code. | This request speaks for itself and is designed to assist NHS Test and Trace with requests for that data if needed. | Hirer |  |  |