

COVID 19 RISK ASSESSMENT FOR USE OF HARROWBY LANE MC **FOR DISTRICT SYNOD 12 SEPT 2020**

V2 18/08/2020

Name & Address of Church	Harrowby Lane Methodist Church	Assessment under taken by
Area of Building Assessed	Entrance, foyer, worship, disabled toilet	Date of Initial Assessment Date to be Review

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2= Frequently 3= Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <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 & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Risk of Legionnaires Disease due to building closed up	Anyone using water/toilet s/sinks/dish washer from the building	2	3	6	Do not use water/toilets/sinks/dishwasher until Legionella water check made. Signage advising users of risk Turn of water at the mains	Signs on doors advising not to use due to risk of legionnaires Water turned off Arrange water testing for legionella Policy required

Social distancing and infection control.						
Capacity for event	users	3	2	6	Number present currently restricted to 10 people, which includes HL techy staff, District speakers. No congregation present. However, there is capacity for up to xxx	
PRINCESS DRIVE entrance, difficult to socially distance due to size	users	2	3	6	Entrance only, depart through alternative door Prop door open when delegates are arriving. Clean door handle before and after service/meeting	Cleaner/products Advise wait in car until doors open, social distancing on entry
FOYER Main thoroughfare through building, high risk	users	3	3	9	Plan flow of users to reduce numbers in the foyer at any one time Reduce furniture to increase capacity Use alternative doors for exit Clean before and after service/meeting	Floor markings 2m Wall signage Hand sanitiser Cleaner/products Advise delegates
CHURCH OFFICE unable to social distance due to small size	Users	3	3	9	One in-one out Remove excess furniture and clutter to aid cleaning Restrict usage to essential users only eg photocopying, use of phone	Signage Sanitiser Alcohol based wipes Declutter

						Remove excess furniture
WORSHIP AREA	users	3	3	9	<p>Plan flow of users , to maintain social distancing</p> <p>Reduce furniture to increase capacity</p> <p>Use 2m rule for chairs</p> <p>Clean before and after use high touch areas eg handles, switches.</p> <p>Leave doors and windows open where possible for air flow</p> <p>Follow capacity rules</p> <p>Use of overhead projector screens</p> <p>Use of sound system</p> <p>No singing</p> <p>No wind blown instruments</p> <p>No physical contact except within bubble</p> <p>Track and trace details</p> <p>Stewards will be present (or nominated person)</p>	<p>Remove excess furniture</p> <p>Declutter</p> <p>Calc max capacity at any one time</p> <p>Advise all users</p> <p>Signage</p> <p>Floor markings</p> <p>Cleaner/products Advise all users</p> <p>leaflets on seats re arrangements</p> <p>Clean prior and after</p> <p>Instruction sheet for steward</p> <p>Facilities for track and trace</p> <p>Remove all bibles and song books</p> <p>Policy re handling money</p> <p>Identify those willing/low risk to be stewards</p>

<p>TOILETS, unable to maintain social distancing due to narrow layout in communal toilets</p>	<p>users</p>	<p>3</p>	<p>3</p>		<p>Use one toilet only initially. Designate disabled toilet</p> <p>Legionella test must be completed prior to opening toilet for use</p> <p>One in-one out</p> <p>Each person to wipe clean after use with provided products cleaning</p> <p>Hand sanitiser on entry/exit</p> <p>Use disposable hand towels or hand dryer</p> <p>Liquid hand soap</p> <p>Use a corner mirror for the corridor outside the toilets to improve visibility</p>	
<p>Risks associated with infection from technical desk</p>	<p>users</p>				<p>Sanitise hands before and after session</p> <p>Use recommended cleaning products on equipment as required</p> <p>Use covers if available</p> <p>Remove all unnecessary equipment</p> <p>Maintain social distancing</p>	<p>Sanitiser</p> <p>Signage</p> <p>Liase with IT re cleaning</p> <p>Declutter</p> <p>2 people on desk</p> <p>Floor tape</p>
<p>Risk of infected person infecting others</p>	<p>users</p>				<p>Advise all users not to attend if ill</p> <p>Obtain contact details of all users of the building, for track and trace</p> <p>Keep records for 21days as currently required, then shred (data protection)</p>	<p>Obtain/create contact details form (Track and trace)</p> <p>Advise usage</p> <p>Storage of acquired info</p>

					<p>Respond to NHS if required re contact tracing.</p> <p>Use of face covering as per Methodist guidance</p>	<p>Destruction of info</p> <p>Advise all users+</p> <p>Contact number</p>
<p>Risk of someone falling unwell whilst in the building</p>	users				<p>Isolate the person from the room into the designated room if they are unable to leave the building immediately</p> <p>Advise person to arrange COVID testing if symptoms suspicious, or concerned</p> <p>If necessary, help arrange transport</p> <p>Clean room as per guidelines (noting if symptoms require COVID cleaning or not)</p> <p>Record entry in incident book, abiding by data protection, of where the person has been in the building</p> <p>Contact and distantly support the person if isolation is required</p>	<p>Designate an isolation room, youth room</p> <p>Covid 19 cleaning guidelines</p> <p>Incident book</p> <p>Advise users</p> <p>Policy on “how to deal with covid infection in the building”</p>
<p>Risk of trip hazards from wires</p>	users				<p>Any wires which could cause a trip hazard are to be either hung along the ceiling, or taped down or run along edge of room.</p>	<p>Refer to Mr Thacker</p>