



Shildon Methodist Church



COVID-19 Risk Assessment for reopening Shildon Methodist Community Hall

Address	Main Street, Shildon, Co Durham, DL4
Area of Building Assesses	Community Hall
Assessment undertaken by	John Hodgson
Date to be reviewed	
Version	1 [17 July 2020]

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Anyone who comes in contact</i>	Likelihood 1-Seldom 2-Freq 3- Almost Certain	Severity 1-Low 2-Med 3-High	Risk Rating 1-2=Low 3-4=Med 6-9=High	Notes/Additional Covid-19 Controls or actions to reduce Risk	Action Plan <i>What needs to be done and by whom?</i>
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SECTION 1: RISKS/ISSUES TO REOPENING COMMUNITY HALL - Individuals aged 70 years and over - Government guidance states. "Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are advised to stay at home as much as possible and ,if they go out, to take particular care to minimise contact with others outside of their household."

All our Property Stewards are aged 70 or over	Property Stewards	3	3	7	Our Property Stewards may feel they are willing to help with reopening and continued maintenance of the Hall but should we as a Church be asking them to take that risk? Property Stewards are needed to take the lead in preparatory work for reopening	Property Sec to confirm if Property Stewards are available for preparatory work. Working Group to consider whether we should ask them to take the risk and/or seek alternatives.
Almost all our volunteer cleaners are aged 70 or over.	Volunteers	3	3	9	Some of our volunteers may feel they are willing to help with reopening and our regular programme of cleaning (monthly clean of Hall, weekly clean of toilets) but should we as a Church be asking them to take that risk?	Volunteers on cleaning rota to be asked if they are willing to continue cleaning Working Group to consider whether we should ask volunteers to take the risk and/or what alternatives might be possible.
Many of those that attend Church activities in the Hall are aged 70 or over (e.g. Kurling Club, Crafty Chatty Café, Coffee Morning (if moved to Hall) etc	Whole Church				Some of the regular attendees may wish to attend activities but should we as a Church be asking them to take that risk?	It will be for the leaders of organisations (Church and non-Church) to make decisions about reopening and ensure they are Covid compliant with relevant guidance and regulation.

SECTION 2: RISKS/ISSUES IN PREPARING TO REOPENING HALL FOR FIRST TIME

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Cleaning of Hall before reopening	Whole Church	2	2	6	Cleaning guidance states, "When reopening the building for the first time, a deep clean for Covid-19 is not necessary but a normal clean is recommended."	Confirm volunteers are available to clean prior to reopening. If not, consider what alternatives might be possible.
On-going cleaning after reopening	Hall users (church and non-Church)	2	2	6	<p>Government and Methodist Church guidance states that users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.</p> <p>TMCP guidance states, " Ultimately licensees are responsible for the safety of those running and attending their groups and they need to have their own risk assessments and procedures in place. Licensees continue to be responsible under their own insurance and risk assessments to their service users to ensure that the areas of the premises which they use are kept clean and sanitary for each session. As noted above, if Managing Trustees have notified their licensees about specific COVID-19 related requirements pursuant to clause 3(n) of the Standard Licence, their licensees would be responsible for performing such procedures."</p> <p>As Managing Trustees we would be responsible for specifying our specific requirements for Hall users. For example, we could say we will provide all the signage and information in the Hall, supply the soap, sanitiser</p>	Working group to decide how we address the cleaning issue and inform hall users of any new Covid-19 cleaning requirements.

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					and cleaning materials but specify that Hall users are responsible for ensuring all surfaces, toilet etc are cleaned after use and signing a checklist to say it had been done. This would mean we could carry on our normal cleaning regime (monthly Hall clean, weekly toilet clean).	
Hall made Covid-19 secure					<p>Determine maximum numbers that would be allowed in areas of the Hall (e.g. Main Hall, Wesley room etc) given social distancing requirements of 2 metres.</p> <p>Decide where anti-bacterial wipes/liquid and sanitising stations should be, the amounts required, purchase supplies and set up</p> <p>Ensure processes are in place for reordering supplies, e.g. who reorders etc</p> <p>Decide where signage/floor markings are required and set up</p> <p>Determine specific cleaning requirements for Hall users and ensure they are communicated to, and agreed by, all Hall users (Church and non-Church users) and ensure users have completed their own risk assessments in line with Government and Methodist Church requirements.</p>	<p>Working Group/Property Stewards</p> <p>Working Group/Property Stewards</p> <p>Working group/Property Stewards</p> <p>Working group/Property Stewards</p> <p>Working Group/Treasurer/Bookings Secretary</p>