

Version Control

Issue Date	Version Number	Issued by
12/08/2020	1	Richard Garth
19/03/2021	2	Richard Garth

Church Buildings including Halls are legally permitted to open for purposes hiring to the public from 12th April 2021.

The government guidance for the safe use of community halls during the pandemic requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up community halls to members of the public. As well as offering guidance on best-practice, it is also intended to

Future versions of this document will be produced when different information becomes available

Church:	Assessor's name:	Date completed:	Review date:
Holy Trinity Malvern	Richard Garth	12th July 2020	19th March 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name	comments/Decisions
General	<p>All hirers are to complete their own Risk assessment for the activity that they are carrying out to ensure they are Covid safe.</p> <p>Social distancing and wearing of face covering to be observed in accordance with the Government guidelines at all times.</p> <p>Bookings should have at least a 15minute gap between the end of one booking before the start of the next one.</p>	<p>Confirmation that a risk assessment has been completed and should be sent to the hall administrator prior to the hiring taking place. For regular users a one time submission will be sufficient unless Government guidelines change. Group to appoint responsible person for opening/closing the building</p> <p>Exit via different points will minimise the risk of clashes. In areas where this is not possible people exiting the building should have priority. Bookings must include set up and clear up timings</p>	Administrator		

<p>Access to buildings by Leaders of Groups</p>	<p>One point of entry to the building clearly identified and separate from public entry if possible</p>	<p>Entry to building for group leader should be via Trinity Bank entrance .</p> <p>Entrance to top hall should be along the path via the patio area</p> <p>Entrance to Lower Hall should be Via Worcester Road</p> <p>Signage required</p>		
<p>Preparation and Hiring Period</p>	<p>One person should enter the building and open the appropriate door for the hall being used to allow other people to enter the building <u>The entrance door should</u></p>	<p>All people to hand sanitise on entering and leaving the building</p>	<p>Hirer</p>	
	<p>Name and contact details of Hirer to be held by Administrator</p>	<p>To assist Track and Trace</p>	<p>Hirer</p>	
	<p>Table and chairs setting up</p> <p>Name and contact details of attendees to be recorded by One way system for entering and leaving the building</p> <p>Social Distancing Guidelines to be observed at all times,</p> <p>The group should identify personnel responsible for refreshments</p> <p>ventilation</p>	<p>The moving of chairs and tables should be done by as few people as possible and wiped with antibac cloth prior to use.</p> <p>To assist Track and Trace Worcester Road entrance to be main entrance and exit for Lower Hall . Entrance along Patio to be entrance and exit for Upper Hall . All fire exits to remain clear so that they can be used in an emergency</p> <p>The Hirers to enforce social distancing</p> <p>Any refreshments should be served ie No Buffet style facilities . Refreshments should be wrapped</p>	<p>Hirer</p>	
<p>Hiring Concludes</p>	<p>Tables should be wiped with antibac cloths and returned to the room adjacent to the stage in the upper Hall and to the cupboard at the back of the lower hall</p> <p>The chairs should be placed to the side of the room and stacked in 5's</p>	<p>Preferably by the person/persons who set the tables up.</p> <p>The chairs should be placed at the side by the person who has used the chair. Where this isnt possible the plastic part of the chair should be wiped with antibac cloth</p> <p>The hot water should be left switched on</p> <p>The crockery should be washed in Hot water and placed back in the cupboards by the designated people . Any tea towels used during the hire should be placed in</p>	<p>Hirer</p>	<p>PCC - to consider new</p>
	<p>Kitchen</p> <p>Preparation for departure of Leader /Responsible person</p>	<p>The following checks should be made :</p> <ol style="list-style-type: none"> 1. Tables back in room adjacent to stage or downstairs cupboard 2. All chairs are back at the side ,stacked in 5's 15 on piano side and 35 on the patio side.All others on the stage . The downstairs chairs stacked in 5's against the patio side wall. 3. All crockery is put away in the Kitchen 4. No one is in the toilets and they are clean and tidy . 	<p>Hirer</p>	