

Covid-19 Risk Assessment for Chorlton Unitarian Church, August 2020

What are the hazards?	Who might be harmed?	What action is needed to control the risks?	Action by whom?	Date completed
Spread of Covid-19 via airborne transmission and /or contaminated surfaces	Anyone who enters the building for any purpose, including staff, volunteers, hirers, visitors and members of the congregation	No one to enter the building who has any symptoms of Covid-19 (high temperature, new cough, any change to sense of smell or taste)	All	Ongoing
		Keep contact details for all visitors for 21 days for track and trace purposes	Covid-19 secure officer (for congregation) plus hirers	Ongoing
		Good ventilation: Where possible, doors and windows should be opened whenever the building is in use to improve ventilation.	Covid-19 secure officer (for congregation) plus hirers	Ongoing
		Prepare building for reopening: Air building before first use.	Covid-19 secure officer	27/08/20
		Prepare building for reopening: Clean building thoroughly before first use.	Covid-19 secure officer	Clean scheduled 31 August 2020
Printed material		Remove leaflets and any other literature that may be touched from foyer. No printed material to be handled by members of the public.	Covid-19 secure officer	Printed material removed 17 August 2020
Lack of social distancing,		One-way flow system:	Covid-19	27/08/20

leading to increased risk of transmission of Covid-19	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. Do the same for entry and exit into the main hall.	secure officer	
	Mark floor in main hall with social distancing markers in the main hall to indicate 2 metres distance. (Note this is for the purposes of congregational gatherings – hirers should be asked to carry out their own risk assessment to include social-distancing measures).	Covid-19 secure officer	27/08/20
	Hirers must carry out a risk assessment for their own activities and outline the changes they are making to ensure social distancing is in place e.g. maximum number of attendees, no physical contact etc.	Facilities Manager and Hirers	Ongoing
	Determine maximum number of attendees for congregational gatherings and ensure this is communicated clearly in advance.	Covid-19 secure officer	27/08/20
	Clearly mark 2-metre social-distancing outside the building for queueing before events.	Covid-19 secure officer	27/08/20
Poor hygiene, leading to increased risk of transmission of Covid-19	Place hand sanitisers at entrances and exits for visitors to use on entry and exit, and whenever required. Place spare disposable face masks at entrance (face coverings are mandatory in places of worship and community spaces from 8 August).	Covid-19 secure officer	27/08/20
	Ensure toilets have an adequate supply of soap / liquid handwash and disposable paper hand towels, and a foot-operated pedal bin for paper towels	Covid-19 secure officer	Ongoing
	Put up notices in toilets reminding users to wash their hands for 20 seconds with water and soap, and to catch coughs and sneezes in tissues.	Covid-19 secure officer	27/08/20

	Put up notices in foyer to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		
	Ensure supplies of tissues are available in foyer.	Covid-19 secure officer	Ongoing
	Put up notices in toilets asking users to wipe all surfaces touched with disposable wipes (door handle, toilet flush handle, toilet seat, sink taps, etc.)	Covid-19 secure officer	27/08/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Covid-19 secure officer	Ongoing
	Ensure cleaners are provided with suitable cleaning materials and gloves, ideally disposable.	Covid-19 secure officer	Ongoing
	Set up a cleaning schedule to ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches, reception area, using appropriate cleaning products and methods.	Covid-19 secure officer	Ongoing
	Hirers must clean as above before they leave the building at the end of each event and sign the schedule on the noticeboard to confirm they have completed the clean.	Facilities Manager and Hirers	Ongoing
	Cleaning the church after known exposure to someone with Coronavirus symptoms: If possible close the church building for 72 hours with no access permitted. If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Covid-19 secure officer	Ongoing

First Aid provision without adequate PPE		Ensure two sets of full PPE are available for any First Aid emergencies – including face masks, disposable gloves, and disposable aprons – to be placed in First Aid box in foyer.	Covid-19 secure officer	27 August 2020 (aprons pending delivery)
Food and drink		No food and drink to be served (this applies both to congregational gatherings and hirers' events).	Covid-19 secure officer (for congregation) plus Facilities Manager and hirers	Ongoing
		All visitors to be advised to bring their own water.	Covid-19 secure officer (for congregation) plus Facilities Manager and hirers	Ongoing
		Ensure a supply of bottled water is available in the foyer for emergencies.	Covid-19 secure officer (for congregation) plus hirers	Ongoing
		Clearly mark kitchen as out of use.	Covid-19 secure officer	27/08/20