

COVID-19 Risk Assessment for re-opening Green School

Ref: GS.Cov RA v2.0

Review Date:

Process owner(s): Green School Management Committee

Address of Premises: Church Street, Market Deeping, Peterborough PE6 8AN

Normal Operations: Multipurpose hall church owned by the Diocese of Lincoln and managed by St Guthlac's Parochial Church Council

This COVID-19 Risk Assessment has been carried out in consultation with Management Committee members together with any volunteer cleaners and caretaker. A copy of this assessment has been circulated to key voluntary and church organisations which regularly use the hall and any points raised have been taken on board before being issued as a document to be observed as part of any additional Special Conditions of Hire.

A key part of this risk assessment will be to identify "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment will require to be updated on a regular basis in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Black – **Actions that are strongly recommended**

Area or People at Risk	Risk identified	Actions to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– to consider who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend the Green School for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with caretaker, hirers and volunteers regularly to see if arrangements are working.</p>	<p>Caretaker and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is of a sufficient size to allow social distancing but users must be aware of vehicle movements at all times. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Caretaker asked to check area outside doors for rubbish which</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>

		might be contaminated, e.g. tissues. Wear plastic gloves and remove.	
Entrance lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Provide appropriate signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided within entrance lobby.	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Separate entrance and exit doors to be used to assist in complying with social distancing/hygiene provisions. To be left open during hire to allow adequate flow of ventilation. Maximum occupancy of 23 will apply. (14 main hall, 9 small hall) Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hall caretaker before use. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves otherwise plastic chairs are to be used Social distancing guidance to be observed by hirers in arranging their activities.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. <i>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</i> Provide hand sanitiser. There are exemptions to wearing face coverings including when partaking in exercise. See:

		Hirers to be encouraged to wash hands regularly and from 8 August 2020 face coverings are required to be worn inside the premises.	https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Crockery/cutlery Kettle/hot water boiler Microwave	Hirers are asked not to use the kitchen and it will be closed during periods of hire. Designated “kettle point” to be identified and hirers to clean all areas likely to be used before use. Paper cups are to be provided. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. Hirers to bring their own Food and Drink for the time being.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Storage area closed for hirer use. Hall caretaker cleans equipment required before use. Equipment to be stowed within the front hall. Hirer to control accessing and stowing equipment to encourage social distancing. Appropriate poster to be displayed.	Access to storeroom only by caretaker to ensure social distancing provisions met and tables and chairs are thoroughly cleaned before and after use. Adequate tables and plastic chairs to be stored in hall.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Instruction notices to be provided outside Toilet accommodation – Limit to a single	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

		<p>user in the ladies and one user in the disabled. Hirer to clean all surfaces etc.after use Caretaker will have precleaned out of hours.</p> <p>Provide engaged/vacant signage and posters to encourage 20 second hand washing.</p>	Air hand driers to be sealed off as not to be used
Events	Handling cash and tickets Too many people arrive	<p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>Small events ticket only. If cash is to be used to pay for hirer charges to be contained in a sealed envelope to a designate address. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</p>	<p>Arrangements in place to pay by BACS transfer.</p> <p>If not possible alternative arrangements available to pay by cash i.e. money to be placed in marked envelope and placed in locked external letter box prior to leaving premises.</p>