

## Covid-19 Risk Assessment

<b>Name &amp; Address of Church</b>	<b>HIGHCLIFFE METHODIST CHURCH LYMINGTON ROAD, HIGHCLIFFE BH23 5EG</b>	<b>Assessment under taken by M CARLESS</b>
<b>Area of Building Assessed</b>	<b>ANCILARY HALLS AND ROOMS EXCLUDING KITCHEN</b>	<b>Date of Initial Assessment 25/08/2020 Date to be Review 04/10/2020</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2= Frequently 3= Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Entrance lobby</b>	<b>ALL</b>	3	1	3	<p><b><u>Upon entrance the hirer should wipe all door handles and light switches of the part of the premises to be used</u></b></p> <p><b><u>Entrance to be regulated by hirer to ensure all persons entering and leaving are 2m apart</u></b></p> <p><b><u>Hand sanitiser to be provided by hirer on entrance</u></b></p>	<b>The Hirer must comply with instructions issued by HMC</b>

<b>Entrance lobby</b> (continued)	<b>ALL</b>	<b>3</b>	<b>1</b>	<b>3</b>	<p><b><u>All persons must wear face coverings unless exempt at all times whilst on the premises</u></b></p> <p><b><u>Names and contact details must be recorded on entry by hirer and retained for 14 days</u></b></p> <p><b><u>Groups should consider the use of temperature measurement at the entrance</u></b></p>	The Hirer must comply with instructions issued by HMC
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<b>Hall and Parlour</b>	<b>All</b>	<b>3</b>	<b>1</b>	<b>3</b>	<p><b>Social distancing should be observed at all times</b></p> <p><b>Any chairs used must be spaced out so that there is 2m distance between persons not in a bubble</b></p>	The Hirer must comply with instructions issued by HMC

<b>Hall and Parlour</b> (Continued)	<b>All</b>	<b>3</b>	<b>1</b>	<b>3</b>	<p><b>All chairs used must be wiped down with a suitable cleaning material at the end of the session</b></p> <p><b>Any tables or other equipment used must be wiped down with suitable cleaning material at the end of the activity</b></p> <p><b>All loose paper and notices and rubbish must be removed from the premises after each activity by the hirer</b></p> <p><b>Exit from the building should be regulated by the hirer</b></p>	
<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2 = Frequently 3 = Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <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 &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Toilets</b>	<b>All</b>	<b>2</b>	<b>1</b>	<b>3</b>	<p><b>Notice to be displayed requiring toilet seat to be closed before flushing</b></p> <p><b>Sanitizer and paper towels should be used for hand washing, towels to put in waste bins and double bagged and removed by the hirer</b></p> <p><b>Wet wipes should not be used</b></p>	<b>Hirer to provide</b>

<b>Kitchen and refreshments</b>					<b>The kitchen facilities are NOT to be used and no food or drink should be prepared on the premises.</b>	<b>HIRER TO NOTE</b>
<b>Cleaning</b>	<b>ALL</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>The halls and ancillary areas to be deep cleaned once per week</b>  <b>The premises have been regularly inspected and aired. Water has been regularly run off and as all outlets are mains fed no testing is required</b>  <b>All paper notices to be removed from notice boards (Other than statutory notices)</b>	<b>Property committee</b>

Signed by (on behalf of the User) confirming agreement to the Action Plans specified in this Risk Assessment

**USER**

Name: ..... Signature: ..... Date: .....

**MANAGING TRUSTEE REPRESENTATIVE**

Name: ..... Signature: ..... Date: .....