

# Christchurch Hitchin: Risk Assessment for the Hall, Rooms 3, 4, 10 and 11

**Considerations re hiring premises after Covid-19 lock down. This document covers the hall and rooms 3, 4, 10 and 11; there are separate documents for the sanctuary and the Silver Birch areas**

There is just one principal risk at Christchurch: the transmission of the Covid-19 infection from one person to another. There are many circumstances in which this could happen. The trustees seek to mitigate the prospect of any transmission by recognising the risks or circumstances where transmission is possible and introducing mitigating action by the trustees, facilitators, and users/hirers<sup>1</sup>.

The building can be considered as in three parts:

- A sanctuary** (where the organ is), external entrance at main door, lobby
- B hall and rooms 3, 4, 10, 11**, external entrance at main doors, kitchen, 3 toilets on corridor, exit through pink lounge
- C Silver Birch**, rooms 5 and 8, external entrance by small kitchen, small kitchen, 2 toilets [This also provides 24hr entrance to the Phase office (room 9) and their use of the 2 toilets in the area]

Christchurch will work with hirers to ensure that the premises are as clean as possible and suitable to meet the hirers' needs within the church's overall safeguarding restrictions. It will be unusual for there to be more than one event in any one part (A, B or C) and, where it is necessary for the hirer of Part A to have access to the toilets, Part B may be closed.

The maximum number of households that can be accommodated seated in the hall is 30 determined at 2m social distancing and with toys in the centre. The maxima for the rooms on a 2m distancing are:

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<sup>1</sup> 'users' are those attending in-house events organised by or for the church members; 'hirers' are those external organisations that hire church accommodation

Room 3: 6, Room 4: 6, Room 10: 6, Room 11:5

This risk assessment will form part of the hiring agreement. It is a condition of the licence to occupy that hirers will prepare their own risk assessments and will discuss them with either the nominated trustee or the minister before their first event after the church re-opens. Risk assessments should be sent to [minister@christchurchhitchin.org.uk](mailto:minister@christchurchhitchin.org.uk). This requirement is the same, whatever the event and whoever the hirer. The hirers risk assessments should indicate acceptance and adoption of this risk assessment. The RA should be made available to those entitled to come to the events eg by email or on the organisation's website. The Christchurch RA can be viewed on the Christchurch website. There is also a 10-point Appendix (dated 20200816) to the licence, a copy of which must be signed by every hirer.

In no case may attendees at events cook or re-heat food on the premises. This applies to both users and hirers.

Users and hirers are able to drink cold water obtained from taps in the building, but they must provide their own drinking vessels, bring the vessels with them and take them home after the event. The vessels should not be shared with others outside their household. No hot water will be available for making hot drinks.

Christchurch has appointed contract cleaners to ensure that the premises are as clean as possible and suitable to meet the hirers' needs within the church's overall safeguarding restrictions. It will be unusual for there to be more than one event in any one part (A, B or C). Where it is necessary for the hirer of Part A to have access to the nearby 3 toilets, Part B may be closed. Alternatively, if Parts A and B have contemporaneous events but there is no event in Part C, A may use the nearby 3 toilets if those in charge of Part B are willing to use the 2 toilets in Part C. This needs careful management before the event, during the event and after the event, including close liaison with the professional cleaners.

Hirers who have been happy in rooms 3, 4, 5 or 8 may wish to move to the hall or the sanctuary in order to maintain social distancing and accommodate as many as want to come to their event.

Users and hirers will be able to take their groups into the rear garden on the following conditions:

- that entrance is obtained through room 11 providing that room 11 is not occupied nor will be during the period of the hire or, if after the hire, not until after cleaning after the first hire
- that no other group is there

- that social distancing is observed
- that the gardener is not there already or comes during the duration of the hire (so far as we know he is not DBS accredited)
- that both gates are kept closed and the store to the north (black painted door) is kept locked
- that the hirer adequately supervises any activity in the garden
- that no use is made of the hose pipe
- that the blue soft play area is respected (no stilettos) and that care is taken over the all weather green area (no stilettos)

Numbers in brackets in first column below refer to an earlier mention of the risk in this document

No	Risk/Circumstance	Mitigation	Trustees' responsibility	Hirers' responsibility	Done
<i>1</i>	<i>Before leaving home and before event starts</i>				
1	Christchurch car park is full	Use NHDC car park opposite Christchurch and accessible from Paynes Park		Hirer to advise attendees No parking outside marked areas in Church car park	
2	Queuing to enter car park	Encourage early arrival		All Hirer to advise those attending event, dropping off or picking up	

3	Touching other people, or getting too close to them, getting out of vehicles	One way system for vehicles (clockwise) and, to maintain social distancing, temporarily stay in vehicle until adjacent spaces are vacated by people, not necessarily vehicles		All Advise attendees, those dropping off or picking up	
4	Not knowing by which door to enter the building	Hirer to notify their attendees which door to use to gain entry or deliver offspring/spouses <i>etc</i>	Trustees to advise hirer (usually main automatic double doors)	Hirer to advise all <i>NB</i> Entry door can change if there are other activities on site	
5	Queuing to enter building (not always necessary for drop off and pick up)	Maintain social distancing		All Hirer to advise attendees	
6	All seats occupied	Attendees unable to stay		Hirer to decide how to deal with this in advance of event	
7	Too much clutter	Encourage attendees not to bring bags unnecessarily. Attendees to pop their bags under their seats		Hirer to advise attendees	
8	Touching other people while walking around	Implement one way system in building: entry at main doors, thence to lobby, turn left down corridor to hall doors, or to rooms. Exit <i>via</i> pink lounge. No congregating in the welcome area, move through swiftly	Signage necessary on floor, walls, doors		
9	Touching door handles	All internal doors to be kept closed to contain the virus, subject to fire precautions	Facilitators	Hirers	
10	Sitting too close to others	Sit together as household or bubble, minimum 2m from nearest others. Attendees to take their seats soon after arrival			
11	Persons aged over 70 years	Hirers to discourage attendance but not to forbid		Hirers to advise attendees	
12	Users of wheelchairs that need someone to push them	Each user to have a dedicated pusher and pushers not to be responsible for more than one user. There is step free passage to nearest exit		Hirers to advise attendees and pushers	
13	Children	Stay with household or bubble if parents/carers present		Hirers to advise parents/carers, children	

14	Random parking of children's buggies	Leave buggy in vehicle or in welcome area. Park buggies so that each is accessible without moving another		Hirers to advise attendees	
15	[Removed]				
16	Items for other households	No exchanges at Christchurch		Hirers to advise attendees	
17	Kitchen	Generally out of use		Hirers to advise attendees	
18	Toilets (some or all)	Toilets to be used will be designated at time of booking. Deep clean before event. If there is heavy use of any toilet, additional cleaning. Appoint a H&S steward. Sanitising dispenser provided near entrance to toilet: this to be used on entry to the toilet and, if hands not cleaned in water for 20 seconds, on exit. Someone to marshal one out, one in.	Trustees Facilitators	Hirers to provide marshals	
19	Coat pegs on corridor wall	Out of use. For the duration of the event, attendees to store their coats under their chairs in the hall		Hirers to advise attendees	
20	All to sanitise	Portable sanitising station provided in welcoming area and its use is encouraged	Trustees have provided equipment and gel. Cleaners to top up as necessary	Hirers to facilitate	
21	Run out of sanitiser Box of consumables	Appoint someone to oversee supply of sanitiser Hirer to bring own box of consumables: spare masks, paper towel, tissues, wet wipes, pen, small bottle of sanitiser	Trustees		
22	Wearing masks	Masks to be worn as people are in confined space		Hirers to advise attendees	
23	Brass and wind instruments (portable)	Prohibited by HMG			
24	Instrumentalists	Permitted but musicians and audience must observe social distancing, probably without facing conductor			
25	Door handles	All to be sanitised before event	Facilitators	Hirers to consider	

26	Food	Consumption of food on premises is discouraged. No hot food to be prepared or eaten on the premises		Hirers to advise attendees	
27	Drinking water	Attendees to bring their own bottled water or vessels to be filled at church. Contents not to be shared. Vessels to be taken home and not to be emptied at Church		Hirers to advise attendees	
28	Speaker's visual aids	Speaker to sanitise visual aids and not to permit attendees to touch the aids		Speaker	
29	Not keeping to social distancing	Hirers gently to remind attendees of need to follow stipulation		Hirers	
30	Handshaking and hugging	Neither allowed in church nor car park		All	
31	Singing	Prohibited		All	
32	Items of clothing left	Any left to be removed to designated lost property place (coat hooks in corridor opposite disabled WC)		All	
33	Pigeon holes	Out of action			
34	Tea towels	Should be no need to use		All	
35	Personal clothing	No restriction on fabrics		All	
36	Bare feet	Socks/sandals or similar to be worn		All	
37	Cycles	Not to be secured to those of other households. Owners to sanitise cycles before riding away. Observe social distancing when securing and unlocking cycles		Cyclists	
38	Pens	All to bring their own. No borrowing permitted		All	
39	Tissues	Attendees to bring their own; once used keep in their plastic container and take home. Christchurch may remove all bins	Trustees to consider purchase of special bins for Covid-19 waste	All Hirer to remind attendees	
40	Hirers may not know who is here	Contact details of all who attend to be recorded and retained by hirer for 21 days. Basis of consent form is available to cover HMG requirements and need to follow GDPR. Hirer to have spare pen and to sanitise it after each use by attendees.	Trustees	All, possibly on the internet for those with access to computers	

		Event organiser to display his/her mobile number on card (supplied by Christchurch) as soon as main door is locked before event begins		Hirer to supply mobile number of event organiser	
41	First aid kits	To be sanitised after use		User	
42	[Removed]				
43	Lack of ventilation	<p>The trustees will seek to maintain an equable climate in any area being used. This includes heating and ventilation but the trustees will not be bound to any set temperature or any number of air changes per hour.</p> <p>During winter, the heating system for the area soon to be occupied will be set to come ON about 1hr30 before the start of the scheduled event or activity. For a small group (up to, say, 20 people) at about 15 minutes before the start the leader should arrange for one or more of the clerestory windows (high in the wall on the long walls of the hall) to be part opened. There is a long wooden pole for this purpose – there is only one such pole in the building – to be found in the sanctuary in the corner by the projection desk. The pole must be sanitised before and after each use and returned to its normal resting place.</p> <p>For a larger group it may be necessary to part-open more than one clerestory window. Users and hirers of Rooms 3&amp;4, 10&amp;11 should open the lower windows. Users and hirers should not adjust the roomstats in the hall. At the end of the event/activity, all windows should be closed. Doors, including those to the lobby, should be kept shut before, during and after an event.</p> <p>During summer users and hirers should ensure that the number of clerestory windows opened</p>	Stewards, facilitators	Hirers to adjust ventilation to suit their needs.	

		<p>and the extent of that opening should be appropriate to maintain an equable climate which presupposes adequate ventilation.</p> <p>The external doors should be kept locked during the event and fire doors should not be compromised.</p> <p>These actions will reduce the chance of transmission of Covid-19 as ventilation reduces the spread of the disease and heating mitigates its transmission.</p> <p>Through this action natural convection will provide the all-important ventilation required. Users and hirers must recognise that this is a condition of use or hire</p>			
44	Rest of building	Out of bounds			
45	Umbrellas	To avoid confusion or transmission of infection when recovering umbrellas, do not bring umbrellas to church		All Hirers to advise attendees	
46	[Removed]				
47	Limit on numbers attending	Consider implementing a booking system		Hirers	
48	Loss of social distancing in hall	Because of the multifaceted activities in the hall, no tape will be affixed to the floor to show prohibited areas		Hirers to consider forming bubbles Hirers to reinforce	
49	[Removed]				
50	Where to go, which way to go	There are Covid-19 related notices on entry points, exits, one way routes and toilets			
<b>II</b>	<b><i>At the event</i></b>				
51[10]	Sitting too close to others	Sit together as household or bubble, min 2m from nearest others		Hirers to be responsible for positioning chairs <i>etc</i>	

52[13]	Children	Stay with household or bubble		All	
53[22]	Wearing masks	Masks to be worn if people are in confined space for over 30 mins		All	
54	Speaker moving around hall	Speaker must not get closer than 2m to attendees		Hirer to advise speaker	
55[42]	[Removed]				
56[43]	Lack of ventilation	Window(s) to be kept open during event.	Facilitators	Hirers	
57[44]	Rest of building	Out of bounds		All	
58	Items of clothing left	Hirer to remind attendees to take home their personal belongings			
<b>III</b>	<b>Post event</b>				
59	Leaving the event	Attendees to remain seated at end of the event. Leader to indicate to attendees the order of exit (those nearest door first). This to avoid crowding at pinch points of exits. Leader to remind attendees of need to observe social distancing. Exit through pink lounge. If hall is in use, leave Rooms 3&4, 10&11, through lobby and pink lounge so as not to clash with those entering through the main doors. Leave promptly once outside the building	Marshals	Hirer to appoint marshals	
60[29]	Not keeping to social distancing	Hirer gently to remind attendees of need to follow stipulation		Hirer to be vigilant	
61[16]	Items for other households	No exchanges at Christchurch		All Hirer to advise attendees	
62[17]	Kitchen	Out of use; no food or drinks provided. Cold water available on tap		All	
63	Toilets (some or all)	Deep clean after service. Appoint a H&S steward.	Trustees have provided a sanitising dispenser in corridor	All	
64	Mobile number card	Return card displaying mobile number to pouch		At discretion of hirer	
65	Door handles	All to be sanitised after event	Facilitators		

66[30]	Handshaking and hugging	Neither allowed in church nor on church premises outside		All	
67	Items of clothing left	Any left to be removed to designated place (coat pegs in corridor, opposite disabled toilet)	Trustees	All	
68[33]	Pigeon holes	Out of action		All	
69[34]	Tea towels	Should be no need to use		All	
70[41]	First aid kits	To be sanitised after use		User	
71[44]	Rest of building	Out of bounds		All	
72	(Removed)				
73	It won't be right	Revise and update this document in response to changes in regulation from HMG or MCH and in the light of experience	Consultation with TOG		
74	Ventilation	Close all windows and doors for security		Hirer	
<i>IV</i>	<b><i>Other times</i></b>				
75	(Removed)				
	JM updated 04/12/20 v9HH				

GDPR = General Data Protection Regulation; H&S = Health and Safety; HMG = Her Majesty's Government; MCH = Methodist Church House; TMCP = Trustees for Methodist Church Purposes; TOG = Trustees Oversight Group

Contacts:

Initial contact for hirers: [rooms@christchurchhitchin.org.uk](mailto:rooms@christchurchhitchin.org.uk)

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