

## **Christchurch Hitchin: COVID Risk Assessment (RA) for Rooms 5 and 8 in the Silver Birch Centre (SBC)**

**Considerations re using or hiring premises after Covid-19 lock down. There are separate risk assessment documents for the sanctuary, Hall and small rooms, and kitchen areas.**

Considerations for using or hiring premises during the Covid-19 pandemic. Users or hirers of these rooms may wish to use this as a guide but should write their own risk assessment.

**Completed risk assessments should be sent to [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk) before the first meeting of any using/hiring groups. Bookings can't go ahead without this.**

The principal risk considered in this RA is the transmission of the Covid-19 infection from one person to another. The trustees seek to minimise the prospect of any transmission, by recognising the risks or circumstances where transmission is possible and introducing mitigating actions.

The building can be considered as in three parts:

**A Sanctuary** (where the organ is)

**B Hall and rooms 3, 4, 10 and 11**

**C Silver Birch, (rooms 5 and 8)**, external entrance beside small kitchen, 2 toilets, exit by same door as entering. This also provides 24hr entrance to the Phase office (room 9)

There is a separate risk assessment on the website for use of the kitchen. It is a requirement that the leader of a group using the kitchen signs to show acceptance of our kitchen risk assessment, although hirers/users must write their own risk assessment to mitigate against the specific risks relevant to how they will be using the kitchen. This should be sent to:

**[admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk). The risk assessment will need to be checked and agreed by a trustee prior to use of the kitchen.**

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

- that entrance is obtained through room 8 providing that room 8 is not occupied nor will be during the period of the 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 and the doors to the stores (north and south) are kept closed
- 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)

**The number of people in each room must be determined by each user group as part of their own risk assessment**

No	Risk/Circumstance	Mitigation	Trustees' responsibility	Hirers' responsibility
1	Entering the building whilst infected with Covid-19	No one to enter the building if they have or suspect they have symptoms		Do not come to the premises if you have or suspect you have any symptoms
2	Carrying Covid without exhibiting symptoms	For those attending Sunday services, attendees are encouraged to take regular Lateral Flow tests. Tests can be sourced free of charge from the NHS website or are available free from local pharmacists.	Lateral flow tests are available in the Bradbury Welcome Area for congregants to take for use at home, free of charge.	Take regular tests
3	Not knowing by which door to enter the building	Those attending events in the SBC should gain access through the external doors at that end of the building. The key for these doors is different from the keys that open and lock other external doors in the property	Booking's secretary to advise hirer	Hirer to advise all
4	All seats occupied	Attendees unable to stay		Hirer to decide how to deal with this in advance of event

5	Too much clutter	Encourage attendees not to bring bags unnecessarily. Attendees to place their bags under their seats.		Hirer to advise attendees
6	Touching door handles	All internal doors will be closed to meet fire precautions. Hirers are responsible for wiping down door handles and other common touch points before their session, according to their own risk assessment.		Hirers to consider
7	Sitting too close to others	Sit together as household or bubble, minimum 1m from the nearest others		Hirer to place tables and chairs. Attendees not to move furniture
8	Children	Stay with household or bubble if parents/carers present		Hirers to advise parents/carers, children
9	Random parking of children's buggies	Leave buggy in vehicle if possible. For walkers, park buggies in the entrance area so that each is accessible without moving another		Hirers to advise attendees
10	Kitchen	See separate risk assessment for use of kitchen		Hirers to advise attendees
11	Toilet	Sanitising station provided in corridor near entrance to toilet. This to be used on entry to the toilet and if hands not cleaned in water for 20seconds, on exit		
12	All to sanitise	Sanitiser dispenser provided in entrance to SBC. Hirer to encourage its use	Trustees have provided sanitising equipment	Hirers to facilitate
13	Run out of sanitiser	Cleaners oversee supply of sanitiser Hirer to bring own box of consumables: spare masks, paper towel, tissues, wet wipes, pen, small bottle of sanitiser	Cleaner to advise need for re-supply	Hirer to bring own consumables

14	Wearing masks	Masks to be worn unless exempt when moving around but can be removed once seated. Visors or shields can be worn in addition to face coverings but not instead of.		Hirers to advise attendees
15	Instrumentalists	Musicians observe social distancing of 1m. No sharing of equipment where feasible. Otherwise sanitising between uses.		
16	Drinking water and food	See separate risk assessment for the kitchen		Hirers to advise attendees
17	Speaker's visual aids	Speaker to sanitise visual aids and not to permit attendees to touch the aids		Speaker
18	Not keeping to social distancing	Hirers gently to remind attendees of need to follow stipulation		Hirers to consider reminding attendees
19	Handshaking and hugging	Attendees to take own responsibility but this is not encouraged		All
20	Singing	Quiet singing behind masks		All
21	Pigeon holes	Out of action		
22	Bare feet	Socks/sandals or similar to be worn		
23	Cycles	Not to be secured to those of other households. Observe social distancing when securing and unlocking cycles		Cyclists
24	Tissues	Attendees to bring their own and take home used tissues.		All Hirer to remind attendees

25	Hirers may not know who is here	For those who have the NHS Test and Trace app they should be encouraged to scan the QR code displayed. Others can sign in the signing in book (on counter in the Bradbury Welcome Area)	Trustees	All
26	First aid kits	To be sanitised after use		User
27	Lack of ventilation	<p>The entry/exit doors should be kept locked during the event and fire doors should not be compromised.</p> <p>Seek to maintain an equable climate. This includes heating and ventilation. In winter, the heating system will be set to come ON 1hr30 before the start of the activity.</p> <p>Windows should be opened for ventilation. At the end of the event/activity, all windows should be closed.</p> <p><b>Close all windows and doors at end of event</b></p>	Stewards, facilitators	Hirers to adjust ventilation to suit their needs but to ensure that there is some ventilation from the outside at all times while the room is occupied
28	Rest of building	Out of bounds		
29	Loss of social distancing in room	Because of the multifaceted activities in rooms 5 and 8 no tape will be affixed to the floor to show prohibited areas		Hirers to consider forming bubbles Hirers to reinforce
30	Speaker moving around the rooms	Speaker maintain awareness of social distancing		Hirer to advise speaker
31	Items of clothing left	Hirer to remind attendees to take home their personal belongings. Hirers to remove left items and telephone attendees to arrange return to owner.		

	JM/VR/VE updated 20/08/2021 V11			
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**Contacts:**

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

Email address for Risk Assessments: [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk)