

## **Christchurch Hitchin: COVID Risk Assessment for the Hall, Rooms 3, 4, 10 & 11 (20<sup>th</sup> August 2021)**

**Considerations re using or hiring premises after Covid-19 lock down. There are separate risk assessment documents for the sanctuary, Silver Birch 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 covered by 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)

At the time of accepting a booking, the bookings secretary will advise which toilets are to be used by any user group.

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**

<b>No</b>	<b>Risk/Circumstance</b>	<b>Mitigation</b>	<b>Trustees' responsibility</b>	<b>Hirers' responsibility</b>
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	All seats occupied	Prospective attendees may be unable to stay		Hirer to decide how to deal with this in advance of event
4	Too much clutter	Encourage attendees not to bring bags unnecessarily. Attendees to pop their bags under their seats		Hirer to advise attendees

5	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.		Named hirer to advise all attendees
6	Sitting too close to others	Sit together as household or bubble, minimum 1m from nearest others. Attendees to take their seats soon after arrival		
7	Children	Stay with household or bubble if parents/carers present		Hirers to advise parents/carers, children
8	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
9	Kitchen	See separate risk assessment for use of kitchen		Hirers to advise attendees
10	Toilets (some or all)	Sanitising dispenser provided near entrance to toilet: this to be used on entry to the toilet and washed prior to exit		Follow guidance
11	Coat pegs on corridor wall	Out of use. For the duration of the event, attendees to store their coats under their chairs		Hirers to advise attendees
12	All to sanitise	Portable sanitising station provided in welcoming area and its use is encouraged. This to be kept out of direct sunlight.	Trustees have provided equipment and gel. Cleaners to top up as necessary	Hirers to facilitate
13	Run out of sanitiser	Cleaner 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	Hirers 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	Door handles	All to be sanitised before event		Hirers to consider
17	Drinking water and food	See separate risk assessment for kitchen use		Hirers to advise attendees
18	Visual aids	Leader to sanitise visual aids and not to permit attendees to touch the aids		Leader
19	Not keeping to social distancing	Hirers gently to remind attendees of need to follow stipulation		
20	Handshaking and hugging	Attendees to take own responsibility but this is not encouraged		All to be aware
21	Singing	Quiet singing behind masks		All to be aware
22	Bare feet	Socks/sandals or similar to be worn		All to be aware
23	Cycles	Not to be secured to those of other households. Observe social distancing when securing and unlocking cycles		Cyclists to be aware
24	Tissues	Attendees to bring their own and take home		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 if they wish (on counter in the Bradbury Welcome Area)		All to be aware and consider
26	First aid kits	To be sanitised after use		User

27	Lack of ventilation	<p>The external 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>User of the hall should open the high windows using pole to be found next to the sound desk in the sanctuary. Pole must always be returned to its storage place.</p> <p>Users and hirers of Rooms 3 &amp; 4,10&amp;11 should open the lower windows. Users and hirers should not adjust the room stats in the hall. 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.
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JM, VR, VE updated 20/08/21, V11 **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)