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| **AREA OF RISK** | **RISK IDENTIFIED** | **ACTIONS TO TAKE TO MITIGATE RISK** | **NOTES** | **COMPLETED NAME & DATE** |
| **Cleanliness of church building** | - Other people will use the church building after the group’s activity.  - the group leaves the building or equipment without cleaning. | 1. The group using the church building will make sure regularly touched surfaces are thoroughly cleaned after the activity e.g. tables, pews, door handle, light switches and toilet sinks & handles.  2. The group is responsible for cleaning the equipment used and frequently touched surfaces. | The group will bring their own cleaning equipment and hand sanitiser. Paper towels will be provided. |  |
| **Managing Social distancing and especially people attending who may be vulnerable & the use of face coverings** | - People do not maintain 2 metres social distancing.  - Or they don’t use face covering all the time.  - More than 30 people gather in the church building. | 1. Only 30 people are allowed to be in the church building. Advise your group they must comply with social distancing and use one-way system in place. Follow the signs.  2. Remind your group that the use of face covering in our premises is mandatory at all times.  3. Adopt layout advised, and the rules stated in the Parish COVID-19 Risk Assessment.  4. Control flow of people upon arrival and avoid people gathering in potential busy areas: entrance, corridor and in front of the toilets. | Follow a booking system to control the number of people attending your activity and the flow of people. |  |
| **Respiratory hygiene**  **Catch It, Bin It, Kill It.** | - Transmission to other members of group. | 1. Encourage group to avoid touching mouth, eyes, and nose. And keep the building well ventilated.  2. Provide tissues & ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. | Remember to bring tissues and hand sanitiser.  Remember to empty any bins used at the end of the activity. |  |
| **Hand cleanliness & use of toilets** | - Transmission to other members of group and premises. | 1. Advise group to use sanitiser on entering and exiting the church building, to wash hands regularly using soap and paper towels.  2. Clean all the frequently touched surfaces in the toilet before public arrive unless staff have precleaned out of hours. Repeat action once the activity has finished. | Encourage the use of toilets at the end of the activity, following the one-way system as they go out of the building.  Kitchen off limits. |  |
| **Someone falls ill with COVID-19 symptoms** | - Transmission to other members of group and premises. | 1. Follow the Parish COVID-19 Risk Assessment instructions.  2. Move person to safe area outside the premises, obtain contact details and inform immediately the Incumbent. |  |  |
| **Track & Trace** | - If someone falls ill, we might be asked to provided contact details of everyone who has been in the Parish Centre. | 1. Keep an accurate record of your group’s attendance with their names, contact details, date and time of the activity in the church building. Keep the record for 21 days. Remember to keep this information under data protection regulations. | Be ready to share this information with Trak & Trace, the Incumbent and St Paul’s Parish Church. |  |

**Risk Assessment completed by:**

**Date: Review Date with the Incumbent:**

**HELP KEEP ST PAUL’S CHURCH COVID-19 SECURE**

**1. You must NOT enter if you or anyone in your household has COVID-19 symptoms.**

**2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Track and Trace. Alert the Vicar on 0191 252 4916 and alert the organiser of the activity you attended.

**3. Maintain 2 metres social distancing as far as possible**: Wait for someone to tell you when you can safely enter and leave the building. Observe the one-way system.

**4. Use face covering & use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.

**5. Avoid touching your face, nose, or eyes**. Clean your hands if you do.

**6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

**7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We must do our best to clean all surfaces at the Church Parish Centre between each group.

**8. Take turns to use confined spaces such as corridors, and toilet areas**. T**he Kitchen is off limits.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

**9. Keep the Church building Centre well ventilated. Close doors and windows on leaving.**

**10. Wash your clothes when you get home** to reduce risk of transmission.