



## St Marks Church Gillingham

### Risk Assessment for Use of Vicarage Hall/ Grass area by Old Vicarage

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to Vicarage Hall for purposes of church related activity.</b>	People to be asked to not attend if they have <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• new continuous cough</li> <li>• a loss of change in your sense of smell or taste that is different from normal.</li> </ul>		Group Leader or designated other	
	One point of entry to the Vicarage Hall via first door. (Brown wooden door). The leader of the group to ensure that there is access to this door. It needs to be opened from the inside.	This door to be used for entry only.	Group Leader or designated other	
	People to keep strict two metre distance on entering and throughout their stay.		Group Leader or designated other	
	Hand sanitiser to available on a table inside this door.			
	Details to be taken for Contact Tracing purposes. Please use this <a href="#">Contact tracing</a> have your own list and keep details for 21 days then destroy.			
	Maximum people allowed in the Main Vicarage Hall is 15.		Group Leader or designated other	

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	People to sit in their households or with carer or singly			
	Seating to be spaced at 2 metre intervals.	No face to face seating. Always adhere to 2 metre spacing.	Group Leader or designated other	
	Masks to be worn <b>at all</b> times	The group leader to agree if there is a medical reason why this is not adhered to.	Group Leader or designated other	
<b>Refreshments</b>	No refreshments to be served.	People may bring their own drinks if necessary, for <b>own</b> consumption only.	Group Leader or designated other	
<b>Toilet Facilities</b>	Toilets to be used on a one in one out basis. People should queue at 2 metre distance if necessary.			
<b>Accessible Toilet</b>	When using the accessible toilet enter from the exit door of the Vicarage Hall (queue at 2 metres distance). Exit the building and re-enter via the Entrance door.	Suggest that you restrict the number of toilets open to reduce cleaning required. ie open the accessible toilet only. Use sanitiser when re-entering the Vicarage Hall.	Group Leader or designated other	

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<b>Use in the Vicarage Hall</b> <b>The following must be adhered to.</b>	<ul style="list-style-type: none"> <li>No use of the Kitchen</li> <li>No singing</li> <li>No raised or loud voices metres distance)</li> <li>Exit the building and re-enter via the Entrance door.</li> </ul>		Group Leader or designated other	
<b>Preparation of the Vicarage Hall for an activity.</b>	Group Leader to undertake their own Risk Assessment and submit it to the St Mark's PCC for approval before they begin an activity.		Group Leader or designated other	
	Booking of the Vicarage Hall/ Garden area outside Old Vicarage to be booked in advance with the church office		Group Leader or designated other	
	Lay out the venue prior to the activity starting. Keeping strict 2 metre distances.		Group Leader or designated other	
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Group Leader or designated other	
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Group Leader or designated other	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">SOP for cleaning</a>		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		Group Leader or designated other	

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	.	Group Leader or designated other	
<b>Cleaning the Vicarage Hall</b>	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	.	Group Leader or designated other	
<b>After after general use (no known exposure to anyone with Coronavirus symptoms)</b>	After the activity all toilets that have been used to be cleaned, sinks cleaned, surfaces wiped, all door knobs and handles to be cleaned, chairs to be cleaned then restacked. Please take away paper towels and dispose of safely.	Please note that the Vicarage Hall is only cleaned by the cleaner once a week so ensure that when you have finished your activity venue will be adequately cleaned for another user. Please inform the church office if the venue is not found in a good clean condition.	Group Leader or designated other	
	Set up a cleaning rota to cover your closing arrangements.	Procedures from SOP's are to be followed.		
	Suitable cleaning materials should be found in the Vicarage Hall kitchen	Inform the church office if these are running low	Katie Jenkins	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Waste to be disposed of after 72hrs	Group Leader	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Every time the venue is used for any activity.	Group Leader of designated other	

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<b>Cleaning the Vicarage Hall after known exposure to someone with Coronavirus symptoms</b>	If possible close the Vicarage Hall for 72 hours with no access permitted.	<b>TBC</b>	Re- opening church activities team	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on Vicarage Hall cleaning found in SOP		
<b>Use of Grass Area by Old Vicarage</b>	Set out seating on grass area prior to activity starting. People to sit in their households or with carer or as singles.		Group Leader of designated other	
	All controls to be undertaken as with the Vicarage Hall. Hand sanitiser to be available on a table at the entrance of the grass area.		Group Leader of designated other	
<b>Toilets</b>	Please agree when booking which toilets are available to be used during your activity. In most cases. If the Vicarage Hall toilets are available, please use the accessible toilets and maintain a one in one out system. People waiting must queue outside the building and only enter when one person has departed.	Ensure there is adequate hand sanitiser available and appropriately placed for use before and after using the toilet.	Group Leader of designated other	
<b>Cleaning after activity</b>	Please ensure all chairs are cleaned and stacked correctly after activity.		Group Leader of designated other	

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	Toilets to be cleaned, surfaced wipes and handles and all surfaces that have been touched to be wipes clean.		Group Leader of designated other	