



St Marks Church Gillingham

Risk Assessment for Use of Old Vicarage

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to Old Vicarage for purposes of church related activity.	People to be asked to not attend if they have <ul style="list-style-type: none"> • a high temperature • new continuous cough • a loss of change in your sense of smell or taste that is different from normal. 			
	People to keep strict two metre distance on entering and throughout their stay.			
	Hand sanitiser to available on a table inside this door.			
	Details to be taken for Contact Tracing purposes. Please use this form Contact Tracing or have your own list and keep details for 21 days then destroy.	Office staff to take details of people entering Old Vicarage during office hours otherwise refer to SOP for church premises doc here SOP Church Premises Version1		
	Masks to be worn at all times by visitors. Office staff to be behind plexi screen.			

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Refreshments	No refreshments to be served.	Staff may bring their own drinks if necessary, for own consumption only.		
Toilet Facilities	Toilets to be used on a one in one out basis. People should queue at 2 metre distance if necessary.			
Use in the Old Vicarage Hall The following must be adhered to.	<ul style="list-style-type: none"> • No use of the Kitchen • No singing • No raised or loud voices metres distance 			
Use the Old Vicarage Hall.	Room 1. Vicar's study to be used by the Vicar and we request that he will be responsible for his own cleaning of his office space.			
	Room 2 Church Office to be used by two staff members (ie Office Administrator and Vicar's PA/Digital Lead.) Each to have their own designated desk space with plexi-screen around their desk space.	Please note the hired cleaning staff only clean the building once and week so due care should be adhered to at all other times. Anyone using the desk space for church related office admin should make sure that they clean the area they have used before they leave the building		
	Room 3. Meeting room. This can be used for office use by two people as long as they keep two metres apart at			

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	all times. (ie If the Curate wishes to use the Old Vicarage for office work this could also be used by St Mary’s Island office staff if needed)			
	Simon’s Room (upstairs) This office space to be for Simon’s sole use.			
	Rooms 9 This could house one person working alone.			
	Room 11 This could house two people keeping social distance.			
	It is anticipated that the Old Vicarage will only be used by office staff if necessary. (ie Vicar, Office Administrator Vicar’s PA/Digital Lead Simon Morbey). Other staff will continue to work from home unless it is necessary to gain access to equipment for photocopier or access children’s equipment etc.			
	It is not anticipated that the Old Vicarage will be used for other activities in the near future.			
	Where possible, doors and windows should be opened temporarily to improve ventilation.			
Cleaning of Old Vicarage	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.			
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.			

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	Set up a cleaning rota to cover your closing arrangements.	Office administrator		
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Waste to be disposed of after 72hrs		
Cleaning the Old Vicarage after known exposure to someone with Coronavirus symptoms	If possible close the Old Vicarage for 72 hours with no access permitted.	TBC		