



## Lounge Re-opening Risk Assessment post-Coronavirus Lockdown

### Introduction

The Government regulation permits our buildings to re-open, with limitations. A Risk Assessment has been undertaken and agreed by the Elders' Meeting, where possible steps have been proposed to reduce and mitigate risk.

Fuller guidance on risk assessment can be found at <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>, and advice obtained through the Synod office.

Venue: **Abbey Hall Lounge, Romsey**

Risks assessed by: **S Beaman, C Cox**

Date: **25-Oct-20**

Assessment accepted by Elders' Meeting: **YES**

Date: **28-Oct-20**

Risk No		Risk	Who or what is at risk	Controls	Tolerable risk - Y/N	Notes	To do/comments
<b>Preparing the buildings for reopening</b>							
1	A	Build-up of dust and possibly mould whilst lounge closed	Property	<ul style="list-style-type: none"> <li>➤ Air by open doors and windows.</li> <li>➤ Restrict access until building aired</li> </ul>	YES	Restrict access into building until task completed	Open doors/windows whilst cleaning.
2	A	General cleanliness of lounge	Property	<ul style="list-style-type: none"> <li>➤ Cleaning of inside, reviewed and deep clean not required</li> <li>➤ All fittings/fixtures (door handles, hand rails, light switches) wiped down with anti-bacterial wipes/sanitiser</li> </ul>	YES	Restrict access into building until task completed	Arrange for the buildings to be hoovered and dusted. All fittings/fixtures (door handles, hand rails, light switches) wiped down with anti-bacterial wipes/sanitiser
3	A	Potential contamination of water system	Property	<ul style="list-style-type: none"> <li>➤ Not applicable, no water in lounge area</li> </ul>	YES		
4	A	Safety measures against fire are not securely in place	Property	<ul style="list-style-type: none"> <li>➤ Fire Risk Assessment must be in place and up to date</li> <li>➤ All fire extinguishers to be checked and ensure functioning and in date All fire signage and exit are clear</li> </ul>	YES	Fire Risk Assessment must be in place before opening	Fire Risk Assessment remains the same, no doors/areas are blocked
5	A	Alterations to layout in order to maintain current Government social distancing measures mean a clear evacuation route is not obvious or needs to be changed	People	<ul style="list-style-type: none"> <li>➤ Review evacuation and emergency response procedures to ensure they remain suitable with the altered layout and social distancing in place</li> <li>➤ Where occupants require assistance evacuating the premises, ensure a plan is in place to provide appropriate support, including the provision of PPE for anyone who might provide assistance</li> <li>➤ Display clear signage and ensure the identified route is free of obstruction and accessible to all</li> </ul>	YES	Building must not open until measures in place	Evacuation procedures remain the same, no doors/areas are blocked.
6	A	Seating is too close together.	Property	<ul style="list-style-type: none"> <li>➤ Ensure attendees sit 2m apart, therefore masks are not necessary except for individual preference. Chairs stacked out of way.</li> </ul>	YES	Building must not open until measures in place	Stack excess chairs out of the way
7	A	Electrical and heating systems (including emergency lighting) fully functional	Property	<ul style="list-style-type: none"> <li>➤ Ensure all statutory compliance checks are up to date (gas and electrical safety)</li> <li>➤ All systems to be checked and signed off</li> </ul>	YES	Systems to be repaired as required prior to opening	All systems are in good repair
8	A	Items stored and displayed on surfaces makes cleaning regime difficult	Property	<ul style="list-style-type: none"> <li>➤ Clear all surfaces and move items to safe storage</li> </ul>	YES	Ensure all items removed as appropriate prior to opening	All surfaces to be cleared of items.
9	A	Issues with outside of building	Property	<ul style="list-style-type: none"> <li>➤ Check outside areas to ensure safe and in good order.</li> </ul>	YES	Any issues must be put onto an action plan and addressed	All areas are regularly checked and maintained.
10	A	Flow of people causes congestion or makes social distancing impossible	People	<ul style="list-style-type: none"> <li>➤ Limit numbers attending. Attendees to arrive and enter socially distanced, all to leave socially distanced. No passing in the corridor.</li> </ul>	YES	Ensure attendees do not pass in corridor	Verbal discussion with organiser
11	A	Excess rubbish builds up at the premises	People	<ul style="list-style-type: none"> <li>➤ All rubbish to be removed by organiser</li> </ul>	YES		

Risk No		Risk	Who or what is at risk	Controls	Tolerable risk - Y/N	Notes	To do/comments
12	A	Safeguarding information missing or out of date	Legal	<ul style="list-style-type: none"> <li>➤ Ensure safeguarding poster and statement of policy, including contact details for local safeguarding co-ordinator are displayed prominently</li> </ul>	YES	Check policy is visible and up to date.	Safeguarding policy is up to date and displayed.
<b>Social Distancing</b>							
13	A	Too many people gather in the building.	People	<ul style="list-style-type: none"> <li>➤ Control numbers attending meetings in the lounge</li> </ul>	YES	Maximum attendees 8	Numbers counted on arrival.
14	A	Those using the building don't respect distancing guidance.	People	<ul style="list-style-type: none"> <li>➤ Organiser and attendees to self police and reinforce the message.</li> </ul>	YES	Remind people to adhere to distancing guidance	It is the responsibility of the organiser to ensure sure all the guidelines are adhered to before and after the meeting
15	A	People attend who have symptoms of coronavirus	Legal	<ul style="list-style-type: none"> <li>➤ Display signage asking those with the known symptoms to return home immediately</li> <li>➤ Provide a Covid-19 Test &amp; Trace QR Code and ask visitors to scan QR code; if they do not have this capability those coming into the building to provide name and contact details in order to comply with NHS Test and Trace procedures, details retained in the church safe securely for 21 days before destroying them.</li> <li>➤ If there is a case within Abbey Hall the building to be closed for min.72 hrs.</li> <li>➤ After that period all surfaces to be washed with warm soapy water or household disinfectant; double bag all waste and hold for 72 hours prior to disposing of in designated bin.</li> <li>➤ Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin</li> </ul>	YES	This MUST be adhered to and if suspected people will not leave lounge to be closed immediately <b>NOTE:</b> if required support will be requested (police )	Signage reminding to stay at home if showing symptoms placed in hallway. On arrival ask to scan QR code or record name, contact number and check if the person is free of symptoms.
16	A	Congestion at choke points prevent distancing being respected	People	<ul style="list-style-type: none"> <li>➤ Arrival and departures to be planned to ensure corridor is one way.</li> <li>➤ Door to lounge to be wedged open on arrival/departure to reduce touch points</li> <li>➤ Organiser to be briefed on guidance</li> </ul>	YES	Organiser to enable smooth flow	Brief organiser on guidance.
<b>Cleaning</b>							

Risk No		Risk	Who or what is at risk	Controls	Tolerable risk - Y/N	Notes	To do/comments
17	B	Caretaker unable to comply with safe working practice for cleaning	People	<ul style="list-style-type: none"> <li>➤ Update risk assessment and method statements, including COSHH assessments to reflect change in practices</li> <li>➤ Ensure that caretaker is properly briefed on a safe method of cleaning.</li> <li>➤ Provide gloves for those using cleaning materials.</li> <li>➤ Use warm soapy water for wiping surfaces.</li> <li>➤ Hands must be washed thoroughly after removing and disposing of PPE</li> <li>➤ PPE MUST be disposed of in designated receptacle.</li> <li>➤ Waste must be double-bagged and securely stored for 72 hours before being placed in bins.</li> </ul>	YES	Cleaning regime must be in place prior to opening	Training to be given. Caretaker to wear face mask to protect from spray. Caretaker to be Nominated Person for PPE/supplies. <b>Nominated person</b> to be single point of contact to request resupplies and to order PPE/supplies.
18	A	Materials not available to properly clean surfaces	Service delivery	<ul style="list-style-type: none"> <li>➤ Delay opening until materials are available.</li> </ul>	YES	Cleaning regime must be in place prior to opening	Cleaners to inform Nominated Person when supplies are low.
19	A	Contamination from high-touch areas such as door handles and switches	Property	<ul style="list-style-type: none"> <li>➤ Undertake cleaning high-touch areas before the lounge is used</li> <li>➤ Clean at regular intervals and when the lounge is closed for the day.</li> <li>➤ Where consistent with fire safety and security, use wedges/hooks to hold doors open and ensure doors are closed when the building closes to maintain fire safety.</li> </ul>	YES	Cleaning regime must be in place prior to opening	
20	A	Someone with Coronavirus is found to have visited the building	People	<ul style="list-style-type: none"> <li>➤ Close the building immediately for min.72 hrs.</li> <li>➤ After that period ensure as a minimum that all surfaces are washed with warm soapy water or household disinfectant and double bag all waste and hold for 72 hours prior to disposing of in designated bin.</li> <li>➤ Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin</li> </ul>	YES	This process MUST be followed and all relevant individuals briefed	If a visitor is found to have Covid-19 ensure after 72 hours the building is disinfected to the required standard whilst using suitable PPE (deep clean if necessary). Waste & PPE to be double bagged and held for 72 hour before disposing of in designated bin.
21	A	People may carry Coronavirus into the building on their hands	People	<ul style="list-style-type: none"> <li>➤ Require everyone to sanitise their hands upon entry.</li> </ul>	YES	This process MUST be followed and all relevant individuals briefed	Provide hand sanitiser on entry/exit. Place signs reminding.

Risk No		Risk	Who or what is at risk	Controls	Tolerable risk - Y/N	Notes	To do/comments
22	A	Toilet facilities cannot be cleaned adequately between users	Property	➤ Cleaning regime to be in place to ensure toilet facilities safe to use.	YES	Close off toilet facilities until arrangements can be made. Display signage by the entrance making it clear that no toilet facilities are available in the	Toilets are emergency use only. Provide wipes and place sign requesting users to wipe down areas before and after use.
23	A	Increased risk of airborne transmission of disease	People	➤ Limit the duration of opening times and ventilate the building during and between opening times where possible	YES	<b>Small set of steps to be provided to enable safe opening of windows.</b>	Open windows/doors when cleaning and where possible when in the building.
24	A	Increased risk of transmission of disease	People	➤ One day clear room policy between hires; clean between hires including antibacterial wipes used on all hard services, high touch points such as door handles/light switches and chairs	YES		Open windows/doors when cleaning and where possible when in the building.
25	A	Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	People	<ul style="list-style-type: none"> <li>➤ Isolate the person in a separate room whilst arrangements are made for them to be taken home or into medical care.</li> <li>➤ Anyone sitting with the person must wear a face mask, disposable gloves and apron (either disposable or washable at 60oC) throughout the period of supervision/support</li> <li>➤ Lounge and isolation room must be closed for 72 hours before deep cleaning with soapy water and/or household disinfectant</li> <li>➤ Cleaning cloths and PPE to be double-bagged and stored securely for 72 hours before placing in outside bins.</li> <li>➤ Hands must be washed thoroughly immediately after removing &amp; disposing of PPE</li> <li>➤ Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP.</li> </ul>	YES		Request the sufferer to go home and seek medical care. If they are too ill to go home: isolate the patient and seek medical care, the person supporting them should wear <b>mask/gloves</b> . Supervisor/Carer should wash hands thoroughly after removing PPE, return home and shower/change clothes asap. Clean down as in Item 20 above.
<b>Additional risks associated with opening for other activities and external lettings</b>							
26	A	Pressure to resume external lettings so that income can be generated	Property	➤ Ensure that all Covid-Secure measures are in place. One day between lettings. Wipe down all high touch areas.	YES	This first step is essential before considering re-opening to external groups	The premises have been checked. Organisers to be informed of their responsibilities whilst using the lounge. External organisers to ensure they have completed a Risk Assessment for their activity and comply with Abbey URC Guidelines.