## Company name: St Mary, Hampden Park Assessment carried out by: Fr Adam Ransom

## Date of next review: September 2020 Date assessment was carried out: 5.8.20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Transmission of the virus whilst travelling to and arriving at the Community Centre** | Hall users/ church members |  | * Install signage on path leading to hall and on doors to remind of need for social distancing whilst queuing to enter the hall. | FrA | ASAP | July 20 |
| **Transmission of the virus in the enclosed lobby and reception areas** | Hall users/ church members |  | * Posters displayed in lobby to inform people of safety measures. * Wall mounted hand sanitiser installed in lobby for use by * Users to wear facemasks | FrA  David (FrA will leave dispenser in lobby to be fixed to wall) | ASAP | July 20 |
| **Transmission of the virus in the Hall** | Hall users/ church members | -Reduced maximum capacity to enable social distancing to take place. 30 is the current legal maximum number of people for public gatherings.  -Adhere to 2m social distancing as preferred option between households.  -Kitchen closed  - External doors and windows to remain open where practical to aid ventilation.  -Posters displayed in key locations are remind people to wash hands regularly and socially distance | -Ensure all people using the venue are provided with this risk assessment and are aware of the safety measures they are required to comply with. Copies to be displayed prominently in the lobby   * Floor markings and posters reminding of the need to socially distance. | Sue (Risk assessment and safety advice will be on the website so organisers should be given the website address <https://www.beneficeofhampdenpark.co.uk/hall-bookings>)  FrA to put copies in Lobby  FrA | Ongoing  ASAP  ASAP |  |
| **Transmission of the virus in the toilets** | Hall users/ Church members | * Hand washing facilities are available. * Posters are displayed reminding people to hand wash along with effective techniques. * Reduced maximum capacity to enable social distancing – 2 people in the Ladies, 2 people in the Gentleman’s, 1 person plus carer in the Disabled toilets. * The wearing of face coverings is recommended | * Posters to be displayed reminding people to hand wash along with effective techniques. * Signs to indicate maximum number in toilets and to wear face coverings * Antibacterial wipes and bins to be provided in each cubical, with posters asking people to wipes down handles, flush handle and toilet seat before and after each use. | FrA  Sue to arrange wipes and bins/ FrA to sort out posters | ASAP | July 20 |

**Additional information:**

* Hall hirers must provide Sue Stoner with a copy of their risk assessment for the activities that they will undertaking. Hall hirers must adhere to both their own risk assessment as well as the risk assessment for this hall.
* Parties by private individuals are currently unfeasible for our hall
* No activities currently banned by government guidance shall be undertaken in our hall (<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>)

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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