



Church Re-opening Risk Assessment post-Coronavirus Lockdown

Introduction

When Government regulation permits your building to re-open, whether fully or for limited use (e.g. private prayer, funeral services, etc.) Elders' Meetings (or the equivalent council in LEPs) must undertake a Risk Assessment and wherever possible identify steps 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 your Synod office.

For each area of risk that you are able to identify, you must assess the likelihood of the risk occurring and the impact it would have if it did occur. Score both items on a scale from 1 to 5 (5 being highest) and multiply the two together to get a Risk Score. Then identify steps that can be taken to reduce or remove the risk. Does the mitigation give a significantly lower risk score? If not, what further mitigation must be put into place to bring the Risk Score to an acceptable level? If the risk remains "Catastrophic" or "unacceptable," what can you do to remove that activity or area of risk completely? For example, if the state of the church roof is such that it is likely to collapse on anyone inside the building, and the injuries caused would probably be major or severe (which includes fatal injury), the risk score would be at the catastrophic risk level (coloured red in this grid). Until repairs can be carried out to make the building safe, the mitigation is not to use that part of the building, keep it locked and post clear warning signs not to enter. **"Catastrophic" and "unacceptable" risk levels mean that the church must not proceed with that activity until the risks can be lowered to "Undesirable" or "Acceptable" levels.**

NOTE: The risks listed on the following pages are suggestions. Your local context will mean that some of the risks and the necessary mitigations will be different and so you must adapt this to suit your buildings and circumstances.

Impact	Severe	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		1	2	3	4	5	
		Remote	Unlikely	Possible	Likely	Highly Likely	
		Likelihood					

Key to Risk Level

Catastrophic	
Unacceptable	
Undesirable	
Acceptable	

Church: Bramhall

Risks assessed by: Gaham Perkin/Jackie Hill/Joe James/Walt Denning

Date: 13th Aug. 2020

Assessment accepted by Elders' Meeting: Christopher Whitehead (Signature of meeting chair or secretary)

Date: 17th Aug. 2020

Actions TAKEN to complete mitigations shown in RED

Risk No	Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
Preparing the buildings for reopening										
1	A Build-up of dust and possibly mould whilst building closed	Property	2	4	8	<ul style="list-style-type: none"> > Open doors and windows to allow airflow. > Restrict access into building until building aired > Minimise access to building and close off until task complete 	2	2	4	Doors & Windows opened prior to opening for worship, to air the building.
2	A General cleanliness of building	Property	2	2	4	<ul style="list-style-type: none"> > Sanctuary & Foyer Vacuumed and surfaces dusted > All fitting and fixtures (including door handles, hand rails and light switches) YET TO BE wiped down with anti-bacterial wipes and sanitisers 	1	2	2	Sanctuary & Foyer Vacuumed and surfaces dusted. All fitting and fixtures (including door handles, hand rails and light switches) wiped down with anti-bacterial wipes and sanitisers prior to opening for worship.
3	A Potential contamination of water system (legionella)	Property	3	3	9	<ul style="list-style-type: none"> > Water system to be flushed through: all taps to be run for at least 20 mins after lockdown then at least 5 mins weekly thereafter; all toilets to be flushed at least twice weekly 	1	1	1	Water systems purged before opening.
4	A Safety measures against fire are not securely in place	Property	1	7	7	<ul style="list-style-type: none"> > Fire Risk Assessment is in place and up to date. (Joe James confirmed) > All fire extinguishers are in date. All fire signage and exits are clear. ∅ No wax candles to be lit on the premises. Stewards to be advised. 	1	1	1	Stewards advised no wax candles to used.
4	B First Aid Response is not securely in place.	People	3	3	9	<ul style="list-style-type: none"> Defibrillator to be sanitised. First Aid Box and Register is not in an accesible place and is not Covid Secure. Relocate First Aid Box and Register near to Defibrillator and sanitise. 	1	1	1	Defibrillator to be sanitised. First Aid Box relocated outside of Kitchen and Sanitised.

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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	3	3	9	<ul style="list-style-type: none"> > Review evacuation and emergency response procedures to ensure they remain suitable with the altered layout and social distancing in place (Barrie Vernon) > 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 > Display clear signage and ensure the identified route is free of obstruction and accessible to all 	2	2	4	Evacuation and emergency response procedures reviewed and deemed suitable. Identified route is free of obstruction and accessible to all. 2 Wheelchairs available in foyer. PPE available for anyone who might provide assistance.
6	A Seating in area to be used for public worship is too close together.	Property	2	3.5	7	<ul style="list-style-type: none"> > Chairs re-laid out at 2M spacing. Some excesss Chairs removed and stacked safely, others placed against walls and to be given signs stating 'Do Not Sit Here'. 	2	2	4	Chairs re-laid out at 2M spacing. Some excesss Chairs removed and stacked safely, & those placed against walls given signs stating 'Do Not Sit Here'
7	A Electrical and heating systems (including emergency lighting) fully functional	Property	2	3	6	<ul style="list-style-type: none"> > All statutory compliance checks are up to date (gas and electrical safety) 	1	1	1	No further action required
8	A Items stored and displayed on surfaces makes cleaning regime difficult	Property	2	3.5	7	<ul style="list-style-type: none"> > All surfaces (as far as possible) cleared of material and items moved to safe storage. 	1	2	2	No further action required.
9	A High value items at risk of theft	Property	2	2	4	<ul style="list-style-type: none"> > No high value items in sanctuary/foyer, other than audio-visual equipment which is required for worship. 	1	1	1	Premises are staffed and supervised whilst open to the public.
10	B Insufficient staff/volunteers available to supervise the premises for Covid-Secure compliance whilst open	Service delivery	2	5	10	<ul style="list-style-type: none"> > Weekly Rota of volunteers to be put in place with reserve indicated > Building only opens if minimum of 2 people (ideally 3) in place with NO LONE WORKING Ø Volunteers to wear face masks (Stock supplied by Synod) 	2	2	4	Weekly Rota of volunteers organised with 3 people in place. Stock of Face Masks available.

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11	A Items may be handled by more than one person, increasing the risk of cross contamination	People	3	4	12	<ul style="list-style-type: none"> > Hymnbooks & Bibles on top shelf of bookcase in foyer removed to safe storage. Hymn and Prayer words will be projected onto screen. Hymnbooks on lower shelving of bookcase to be covered over. > Hand sanitisers to be put in place at exit and entrance for mandatory use when entering and leaving the building. Office area tidied up (Paper items removed to cupboards) surfaces to be sanitised. 	1	2	2	<ul style="list-style-type: none"> Hymnbooks & Bibles on top shelf of bookcase in foyer removed to safe storage. Hymn and Prayer words are projected onto screen. Stewards instructed that Hymnbooks on lower shelving of bookcase not to be used. Hand Sanitiser dispensers installed at strategic points. Office area tidied up (Paper items removed to cupboards) & surfaces sanitised.
12	A Issues with outside of building	Property	2	2	4	<ul style="list-style-type: none"> > Guttering/ downpipes/gullies recently inspected (In June - Joe James) > Any overgrown shrubs across walkway to entrance to be attended to by gardener (Joe James) 	1	1	1	<ul style="list-style-type: none"> Guttering/downpipes/gullies recently inspected (In June - Joe James) Overgrown shrubs across walkway to entrance cut back.
13	A Flow of people within the church causes congestion or makes social distancing impossible	People	3	3	9	<ul style="list-style-type: none"> > Implement one way system: entrance through foyer, exit via corridor. Signage to be displayed, including floor arrows. All doors to be fixed in open position during occupancy. (Hooks or Wedges) 	2	2	4	<ul style="list-style-type: none"> One way system: entrance through foyer, exit via corridor implemented. Signage to be displayed, including floor 2M spacing. All doors fixed in open position during occupancy.
14	A Excess rubbish builds up at the premises	People	2	3	6	<ul style="list-style-type: none"> > No paper material to be handed out in church, attendees to be asked to take home anything they bring. > <u>Open top bin to be available in foyer as a precaution.</u> > Bin to be regularly emptied by nominated person (Carole Davies?) 	1	1	1	<ul style="list-style-type: none"> No paper material is handed out in church, attendees to be asked to take home anything they bring. Open top bin to be available in office which is regularly emptied by nominated person (Carole Davies).
15	A Safeguarding information missing or out of date	Legal	2	3	6	<ul style="list-style-type: none"> > Refer to safeguarding co-ordinators re status. 	1	1	1	<ul style="list-style-type: none"> Safeguarding co-ordinators (Robert Hill/Elaine Noden) confirm all safeguarding information is up to date.

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Social Distancing											
16	A	Too many people gather in the building.	People	3	3	9	> Control numbers entering the church (which has been agreed by the Elders as 25 visitors + 3 Stewards + Speaker + Organist). All stewards to be made fully aware and briefed in the protocol for not allowing people in if attendance limit is reached.	2	3	6	Protocol agreed as 30 seats available in Sanctuary. (Speaker & Pianist not included in numbers). A further 3 seats available in Foyer for Stewards if required. Possible numbers reviewed during the week before by Pastoral Visitors.
17	A	Those using the building don't respect distancing guidance.	People	3	3.5	11	> Place distancing marks outside and inside the building (at 2m intervals). Display clear signage at the entrance and throughout the space about maintaining distancing during their visit, including when greeting others. > Ensure stewards are properly briefed to reinforce the message. Ø Signage YET to be purchased and installed	2	3	6	Distancing marks placed outside and inside the building (at 2m intervals). Clear signage displayed at the entrance and throughout the space about maintaining distancing during visiting, including when greeting others. Stewards briefed to remind people to adhere to distancing guidance.
18	A	People attend who have symptoms of coronavirus	Legal	3	4	12	> Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation to be displayed. > All MUST wear masks.	2	3	6	Signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation displayed. Also signage stating all attending must wear masks displayed.
19	A	Congestion at choke points prevent distancing being respected	People	3	3.5	11	> Seating re-layed out in Sanctuary to reduce pinch points. > Instigate circular one way system: Entrance through Foyer, Exit via Passage. At end of service people to be asked to leave via the corridor, by rows (front row first) and to not gather and loiter. Ø During service, Steward to attend exit to passage to Toilets and to only allow one person in each of Ladies, Gent, Disabled. Ø All stewards to be briefed in flow of building	2	2	4	One way system (Entrance through foyer & exit via corridor – as in 13 above) instigated Signage for 'one way' system control installed. At end of service people asked to leave via the corridor, by rows (front row first) and to not gather and loiter. During service, Steward to attend exit to passage to Toilets and to only allow one person in each of Ladies, Gent, Disabled. All stewards briefed in flow of people through building.
20	A	A person known to be on the sex offenders' register attends	People	2	3	6	Ø Refer to Robert Hill/Elaine Noden	1	1	1	Referred to Robert Hill/Elaine Noden

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Cleaning										
21	A Nominated company or rota of volunteers not in place to ensure regular cleaning	Service delivery	2	4	8	<ul style="list-style-type: none"> > Carole Davies to clean Sanctuary, Foyer & Office after Service. Ø Carole Ledger to clean Toilets, Corridor leading to Toilets, corridor from Office and Conference Room. Any time during week following Service. > Supplies, etc. yet to be ordered. Ø Only hard-surfaced chairs that can be wiped clean are set out in Sanctuary. ('Do Not Sit Here' notices required for Settee) 	1	2	2	<p>Cleaning regime confirmed with Employed Cleaner & Carole Davies and now maintained throughout opening.</p> <p>Sanctuary, Foyer & Office to be sanitised after Service by Carole Davies.</p> <p>Employed Cleaner to clean Toilets, Corridor leading to Toilets, corridor from Office and Conference Room any time during week following Service.</p> <p>All necessary cleaning supplies to hand.</p> <p>'Do Not Sit Here' notices installed on chairs not to be used and on Settee.</p>
22	B Cleaning staff/volunteers unable to comply with safe working practice for cleaning	People	2	3	6	<ul style="list-style-type: none"> > Ensure that cleaners are properly briefed on a safe method of cleaning. > Provide gloves and aprons for those using cleaning materials. > Use sanitiser sprays for wiping surfaces. > Hands must be washed thoroughly after removing and disposing of PPE > PPE MUST be disposed of in designated receptacle. > Waste must be double-bagged and securely stored for 72 hours before being placed in bins. 	1	3	3	Cleaning regime now in place for opening.
23	A Materials not available to properly clean surfaces	Service delivery	2	3.5	7	<ul style="list-style-type: none"> > Delay opening until materials are available. 	1	2	2	All necessary cleaning materials now available.
24	A Contamination from high-touch areas such as door handles and switches	Property	4	3	12	<ul style="list-style-type: none"> > Implement cleaning high-touch areas before the building is opened and continue during use. Carole Davies. (Help from Linda Phillips, Helen Beattie) > Clean when the building is closed for the day. Carole Davies/Carole Ledger. > 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. 'No Entry' Signs to be posted on Kitchen, Hall Doors, and at bottom of Stairway. 	1	2	2	Cleaning regime now in place for opening. Foyer doors hook open. We have wedges for double doors to Toilet area and down Corridor. 'No Entry' Signs posted on Kitchen, Hall Doors, and at bottom of Stairway.

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25	A Contamination from surfaces in toilets	Property	4	3	12	<ul style="list-style-type: none"> > Users to wipe surfaces used during the period of opening. Toilet area to be thoroughly desanitised during week after building is closed for the day. > Provide anti-bacterial wipes to allow surfaces to be sanitised after use by the user and a bin for disposal along with signage instructing wipes not to be flushed away. Anti-bacterial wipes, sanitiser to be purchased for Toilets. Hand Sanitiser Dispensers to be purchased and installed at Toilet Doors. 	3	2	6	<p>Employed Cleaner to clean Toilets when building is closed. Notices posted instructing users to wipe down surfaces they have touched.</p> <p>All necessary cleaning materials made available in Toilet rooms.</p> <p>Hand Sanitiser Dispenser installed outside Toilet Doors.</p>
26	A Someone with Coronavirus is found to have visited the building	People	3	4	12	<ul style="list-style-type: none"> > Display signage asking those with the known symptoms to return home immediately > Steward to register names of those coming into the building for worship in order to comply with NHS Test and Trace procedures, Church Secretary to retain those details securely for 21 days before destroying them. (Church holds contact details on file) > If an incident occurs, close the building immediately for a minimum of 72 hrs. > After that period ensure as a minimum that all surfaces are washed with sanitiser. > Double bag waste and store it securely for 72 hours before placing it in bins. > Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin. <p>Attendees to be requested to advise Church Secretary if they become ill with Covid Symptoms during the week after attending.</p>	1	4	4	<p>Signage asking those with the known symptoms to return home immediately displayed.</p> <p>Steward to register names and contact telephone of those coming into the building for worship in order to comply with NHS Test and Trace procedures.</p> <p>Track & Trace details to be retained securely in Church Office for 21 days before destroying them.</p> <p>NHS Track & Trace QR code also posted for individual check in.</p>
27	A People may carry Coronavirus into the building on their hands	People	2	4	8	<ul style="list-style-type: none"> > Require everyone to sanitise their hands upon entry. > Sanitise Dispensers req'd and yet to be obtained and installed > Display clear signage on the importance of sanitising hands regularly. (signage to be obtained & installed) 	2	3	6	<p>Sanitise Dispensers installed throughout building.</p> <p>Clear signage on the importance of sanitising hands regularly displayed.</p>

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28	A Toilet facilities cannot be cleaned adequately between users	Property	2	5	10	<ul style="list-style-type: none"> > Cleaning regime to be in place to ensure toilet facilities safe to use. Ø Provide anti-bacterial wipes to allow surfaces to be sanitised after use and a bin for disposal along with signage instructing wipes not to be flushed away. Anti-bacterial wipes & sanitiser & to be purchased for Toilets. Hand Sanitiser Dispensers to be purchased and installed at Toilet Doors. 	1	4	4	Anti-bacterial sanitiser spays and wipes installed in all Toilets. Hand Sanitiser Dispensers installed outside Toilet Doors.
29	A Increased risk of airborne transmission of disease	People	3	4	12	<ul style="list-style-type: none"> > Limit the duration of opening times and ventilate the building during and between opening times where possible 	1	1	1	Windows of Sanctuary opened whilst building in Sunday morning, from 9.30 – 11.00am
30	A Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	People	3	4	12	<ul style="list-style-type: none"> > Isolate the person in a separate room (Conference Room?) whilst arrangements are made for them to be taken home or into medical care. > Anyone sitting with the person must wear a face mask, disposable gloves and disposable apron throughout the period of supervision/support > Church and isolation room must be closed for 72 hours before cleaning with sanitiser. > Cleaning cloths and PPE to be double-bagged and stored securely for 72 hours before placing in outside bins. > Hands must be washed thoroughly immediately after removing & disposing of PPE > Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP. 	1	4	4	Conference Room Sanitised. All chairs, flat surfaces door handles etc. Masks in stock and Hand Sanitiser dispensers installed in rooms.

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Additional risks associated with opening for public worship										
31	A Premises are not Covid-Secure prior to opening	Property	3	4	12	> Ensure the space is properly prepared for re-opening, the cleaning regime is in place and preparations for hand-washing, hygiene, distancing and signage are all in place	2	2	4	All Covid-Secure measures now in place (see the risks for building preparation, cleaning and social distancing above for greater detail)
32	A Increased risk of coronavirus spread through communal singing (whilst prohibited in law, churches must NOT include singing in worship)	People	3	3.5	11	> Elders have decided that we will not have communal singing or reciting of Lords Prayer during worship. > Speaker to Issue instructions on singing/speaking 'in your head' in worship (Speaker to announce)	2	3	6	Music to be played (on piano) by Mark and words to be projected on screen for attendees to 'sing/speak in their head'. Speaker to Issue instructions on singing/speaking 'in your head' in worship.
33	A Risk of virus transmission from shared resources (Bibles & other books, offertory plate, etc.)	People	2	5	10	> All items that may be handled by more than one person have been removed. > Offertory baskets/plates to be placed at in the foyer and at the double doors used for exit. > For cash handling after service, wear gloves and wash hands thoroughly afterwards. Church Secretary (or deputy) to open/close safe. Banking Steward to wear gloves or use sanitiser when handling cash.	1	3	3	All items that may be handled by more than one person have been removed. Offertory plate to be placed in the foyer. For cash handling after service, sanitise hands thoroughly afterwards. Church Secretary (or deputy) to open/close safe. Banking Steward to use sanitiser when handling cash.
34	A Children's group leaders not willing to resume activities immediately	People			N/A	> Not Applicable > No childrens groups currently meet in the church				
34	B Children's group leaders not willing to resume activities immediately	Legal/ Reg			N/A	∅ Not Applicable ∅ No childrens groups currently meet in the church				
35	A No Covid-safe space available for children's groups to meet during worship	People			N/A	∅ Not Applicable ∅ No childrens groups currently meet in the church				
36	A Risk of virus transmission through serving/receiving Holy Communion	People			N/A	> Elders decided not to offer Communion for the foreseeable future				Risk Assessment for this service to be completed when the elders decide to offer communion.

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37	A Risk of transmission through administering Baptism	People			N/A	<ul style="list-style-type: none"> > We have no Baptisms scheduled. > Risks to be considered when situation arises. 				Risk Assessment for this service to be completed when a booking is made.
38	A Visiting worship leaders are not aware of COVID-19 secure arrangements	People	2	3.5	7	<ul style="list-style-type: none"> > Send out information about precautions with the usual information about leading worship for our church. Worship Leader to be advised that they can speak without mask from behind the Table on the podium (More than 2M from front row of seating) 	1	3	3	Chris Whitehead (Elder and Pulpit Supply Secretary to advise any visitors booked to lead worship, of our Covid-19 secure arrangements
39	A Equipment may be touched by more than one person before and during worship (e.g. photocopier, computer, audio-visual equipment, etc.)	Property	3	3.5	11	<ul style="list-style-type: none"> > Emphasise to Stewards the importance of good hand hygiene for everyone throughout their time in the building. > Provide cleaning materials to wipe down equipment surfaces between use and instruct those involved on how to use it safely 	1	2	2	Laptop installed as permanent. Sanitising materials and equipment provided at audio/visual station, for user.

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Additional risks associated with opening for other church activities and external lettings											
40	A	Space for mid-week adult groups is not Covid-Secure	Property				Assess whether it is appropriate to resume activity, weighing prevalence of the virus in the population, vulnerability of the group and the nature of the activity against the impact on well-being of attendees if they cannot meet together Make the room(s) ready with all hygiene and social-distancing measures in place including cleaning regimes before, during and after use Ensure the meeting space has an up-to-date general risk assessment for health & safety, and appropriate actions have been taken to reduce risk Remove books, etc. that might be handled by several people; ensure that other resources and equipment is sanitised before and after use or is single-person use only Make the room(s) ready with all hygiene and social-distancing measures in place including cleaning regimes before, during and after use Provide guidance about soft furnishings and upholstery that may become contaminated and transmit through touch (chairs, curtains, etc.)				Letters are to be sent to each group leader in advance of opening, advising them of their responsibilities. All rooms have been deep cleaned before opening. A member of Management will monitor and record progress and undertake health and safety review. All surfaces to be cleared and sanitised. Notices to be displayed on social distancing and a timetable for cleaning set. No items of soft furnishing to be available for use.
				2	3	6		1	3	3	
40	B	Space for mid-week adult groups is not Covid-Secure	People				Consider whether you need to move to a larger space than usual, restrict numbers and/or add sessions to keep within your safe capacity				Group leaders will be advised to adhere to current capacity standards. No change of room required at this stage.
				1	2	2		1	3	3	
41	A	Space for mid-week children's groups is not Covid-secure	Property				In addition to the mitigations for adult groups, consider the following: Assess how many children and leaders can safely meet in the room(s) and plan activities appropriately Provide, where appropriate, places where prams and pushchairs can safely be left without causing obstruction or requiring anyone other than the owner to move them Provide clear signage for entry and exit points, reminders about distancing and hand hygiene and remind parents/carers (where appropriate) to be responsible for the supervision of their children Ensure that food and drink is not shared Consider the use of outdoor space, where regulations permit, for more active games, prayer activities, etc., ensuring that cleaning, hygiene and distancing measures are still applied				Letters to be sent to each group leader requiring them to comply with current restrictions and this agreement is incorporated in the Rental document. Prams and pushchairs to be stored in hall under the coat rails. Signs will be in place at entrances and in corridors and toilets. No food and drink to be allowed and the kitchen is to be kept closed.
				2	3	6		2	2	4	

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41	B Space for mid-week children's groups is not Covid-secure	People	2	3	6	Consider whether you need to move to a larger space than usual, restrict numbers and/or add sessions to keep within your safe capacity	2	2	4	Capacity that lets the group maintain current social distancing standards must not be exceeded.
41	C Space for mid-week children's groups is not Covid-secure	Legal/ reg	2	3	6	Ensure that all group leaders and other arrangements for the group are operating to Good Practice 5 standards (or the appropriate denominational safeguarding policy in place for LEPs.)	2	3	6	Each outside group leader will be responsible for all Safeguarding measures.
42	A Pressure to resume external lettings so that income can be generated	Property	5	4	20	Ensure that all Covid-Secure measures are in place	2	3	6	All necessary actions have been completed prior to opening for outside groups.
42	B Pressure to resume external lettings so that income can be generated	Legal/ reg	2	2	4	Ensure that the proposed use is compatible with Covid restrictions in place (e.g. choirs cannot resume rehearsal whilst singing is prohibited by law, indoor exercise groups may not be permitted at the time of assessment) Ensure a current letting agreement is in place Liaise with group leaders on how they will ensure distancing and hygiene measures are in place, and that they will be responsible for operating those measures Agree whether the group can safely meet in rooms that they had previously used or whether they need to meet in a larger space or in more than one session Agree and document who is responsible for cleaning the rooms they use before and after their session Obtain a copy of their written Risk Assessment	2	2	4	No choirs are attending. Letters to be sent to leaders advising them of their cleaning responsibilities. New letting agreements to be signed with appendix requiring compliance with covid regulations. A form to be completed and signed by each hirer indicating they have sanitised all necessary areas before and after each attendance. Hirers to inform their own Insurers that they are able to restart. No change of room envisaged. Copy of their Risk Assessment to be obtained and kept on file.