

Name & Address of Church	Shoreham-by-Sea Methodist Church Brunswick Road, Shoreham-by-Sea	Assessment under taken by Peter Bedwell
Area of Building Assessed	Hall Parlour Kitchen Toilets Corridors	Date of Initial Assessment – 29th May 2020 (last review 21st July 2021) Date to be Reviewed – 18th August 2021

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2= Frequently 3= Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>

<u>Social Distancing</u>						
Entrances	Church User Groups	3	2	6	<ul style="list-style-type: none"> • Leave doors open during periods of arrival/leaving • Ask people to maintain social distancing • As far as possible ask people to sign in or somebody to record attendees 	<ul style="list-style-type: none"> - Church users to be asked to provide a Risk Assessment - Signage at key locations - Register sheets to be provided
Kitchen	Church User Groups	3	2	6	Ask users to limit the number of people in the kitchen, ideally to one, but no more than two	Request Risk Assessment
Parlour	Church User Groups	3	2	6	Ask larger groups to re-locate to Hall and/or limit numbers) – Request Risk Assessment
Corridor	Church User Groups	3	2	6	Ask people not to congregate in corridor, and to avoid passing too close to each other) – Signage at key locations
Toilets	Church User Groups	3	2	6	One person at a time in each toilet area (Ladies, Gents, Disabled))

<u>Cleaning</u>						
Kitchen Surfaces and handles	Anyone using the kitchen	3	2	6	All outside users to be asked to submit a risk assessment, including cleaning routine	- Reminder signs - Action by Church cleaner on each visit
Toilets	Anyone using the Toilets	3	2	6	All outside users to be asked to submit a risk assessment, including cleaning routine	
Door Handles, tables and chairs	All users	2	2	4	All outside users to be asked to submit a risk assessment, including cleaning routine All cleaning regimes should include cleaning of high risk surfaces at the end of the activity	
Internal door keys and alarm panel	Key holder	1	1	2	Only used by one person on entry and exit Church cleaner will be given guidance on cleaning requirements and adequate PPE.	Church Cleaner to wipe clean on each visit

<u>Good Hygiene</u>						
Kitchen	All users	3	2	6	All users of the premises to be asked to produce a risk assessment which will include the need to remind people in their groups about good hygiene especially frequent hand washing	Signs reminding about good handwashing etc.at key locations
Toilets	All users	3	2	6	Ensure adequate supply of soap and hand towels	Church Administrator
Other parts of the building	All users	2	2	4	Hand Sanitiser & Tissues to be provided	Church Administrator
Hand Sanitiser & Tissues	All users	2	1	4		
<u>Face Masks</u>						
	All users	2	1	2	People attending will be encouraged to wear face coverings in accordance with government guidelines	Group Organiser
<u>Test and Trace</u>						
	All users	1	1	1	As far as possible, maintain a temporary record of everyone who enters the premises (keep for 21days)	Group Organiser

<p><u>Other Issues</u></p>					<p>Display information on current guidelines and self-isolation</p> <p>Draw to the attention of all users as part of their risk assessment</p> <p>Users to inform the church immediately of any cases or suspected cases of Covid -19</p>	<p>Church Administrator</p>
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Covid-19 Risk Assessment