

Marlborough Road Methodist Church Covid-19 Re-opening Risk Assessment

Use of the Premises by Other Groups

Other Groups includes external users and Church meetings, excluding worship.

Name of Church		Assessment undertaken by
Marlborough Road Methodist Church		MRMC Re-opening Group
Address	69 Marlborough Road, St Albans, Herts.	Area of the building assessed – areas used by OTHER GROUPS: Vestibule Worship Area Hall Corridor Toilets ACCESS DENIED TO ALL OTHER AREAS without authorisation from the Senior Property Steward Vestry Kitchen Wood Room Choir Vestry Zone
Postcode	AL1 3XG	
Initial Assessment	Nov. 2020	Carried out by the MRMC Re-opening group over several meetings.
Review		
Review		

Prior to the building being reopened the building was inspected and checked using the document 'Re-Opening a Building Checklist', number 2 below. The risk assessment and action plan are intended as working or 'live' documents which will be reviewed regularly and amended and updated as necessary. Further sections will be added for other services (e.g. funerals) as necessary. The Action Plan resulting from this Risk Assessment has been issued as a separate document.

The Covid-19 Risk Assessment for Marlborough Road Methodist Church was drawn up using the following:

Methodist Church Guidance

1. [Guide to Re-Opening and Managing Your Church Building](#)
2. [Re-Opening a Building Checklist](#)
3. [Covid-19 Risk Assessment](#)
4. [Cleaning Churches during Covid-19](#)
5. [Guide for other Community Users in Your Church Building](#)
6. [Guide for cafés in Your Church Building](#)
7. [Guide for Food and Drink in Worship and Non-Worship Settings](#)
8. [Guide for Children's, Young Person's & Intergenerational Worship & Activities](#)
9. [Guide for Face Coverings](#)
10. [Guidance notes "Test and Trace", Data Protection and What you need to do](#)
11. [Guide for Church Meetings, Small Gatherings & House Groups](#)
12. [Guide for Church Council & Other Church Meetings](#)

Government Guidance:

13. [COVID-19: Guidance for the safe use of multi-purpose community facilities](#)
14. [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
15. [COVID-19: cleaning in non-healthcare settings outside the home](#) (PHE)
16. [Cleaning your workplace to reduce risk from coronavirus \(COVID-19\)](#) (HSE)
17. [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)
18. [Face coverings: when to wear one, exemptions, and how to make your own](#)

Other Guidance:

19. [Air conditioning and ventilation during the coronavirus pandemic](#)
20. [Emerging from lockdown \(CIBSE\)](#) : “CIBSE COVID-19 VENTILATION GUIDANCE”

Hazards/Risks <i>Think about the areas where contact takes place</i>	Likelihood	Severity	Risk Rating	Persons Affected <i>Think of anyone who might have contact</i>	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made 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> Section numbers refer to Action Plan in a separate document
COVID-19 contamination of premises	2	2/3	4/6	MRMC Church Officials	MRMC shall ensure that appropriate signage is put in place, including NHS QR venue codes and areas requiring authorisation to access. – Sections 5 and 6. A document entitled <i>Guidance for Users</i> shall be prepared and copies given to the Group Organiser. – Section 1.
				MRMC Lettings Officer	The MRMC Lettings Officer shall ensure that the Group Organiser is provided with a copy of the <i>COVID-19 Rules and Regulations</i> . This shall include, as a minimum: a) Areas of the building which are accessible. b) The need for adequate cleaning of the premises after use. -Section 2
				Group Organiser	The Group Organiser shall have carried out a risk assessment for their group and prepare an action plan and shall provide Marlborough Road Methodist Church with copies. – Section 7. Before opening the building the Group Organiser shall sanitise their hands or wear disposable gloves. – section 2. The Group Organiser shall ensure that all members of their group have a copy of the document <i>Guidance for Users</i> . – Section 1. Doors shall be left open where possible (taking fire & security issues into consideration) to reduce touching of door furniture in all locations. – Section 2. The Group Organiser shall ensure that the premises are adequately cleaned after use – Section 2.
				All members of the Group	All members of the Group shall be provided with the document <i>Guidance for Users</i> . – Section 2. All members of the Group shall keep their possessions, including coats, with them at all times. – Section 1. The toilets must be sanitised after use by following the protocols as notified on the toilet doors and walls. Only the two toilets next to the kitchen and the special needs toilet will be available and can only be reached via the double doors from the Hall into the corridor or via the Ramp Entrance Lobby and corridor. – Sections 1 and 5.

Likelihood

- 1 = Low (seldom)
- 2= Medium (frequently)
- 3= High (certain or near certain)

Severity

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

Risk Rating

- 1-2 = low priority
- 3-4 = medium priority
- 6-9 = high priority

Hazards/Risks <i>Think about the areas where contact takes place</i>	Likelihood	Severity	Risk Rating	Persons Affected <i>Think of anyone who might have contact</i>	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made 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> Section numbers refer to Action Plan in a separate document
COVID-19 transmission to others	2	2/3	4/6	MRMC Church Officials	Signage in place to encourage good practice, e.g. 2m social distancing, washing hands regularly, etc. – Section 5. Floor markings in place to assist social distancing and to direct users on the routes they can take. – Section 4. NHS QR venue codes in place to assist NHS Test and Trace. – Section 6.
				MRMC Lettings Officer	At the present time only the Church, Hall and Vestibule are available for use. The MRMC Lettings Officer shall seek permission from the Senior Property Steward before agreeing to a letting. – Section 3 Only one Group allowed to use the building at a time with, ideally, a 30 minute gap between groups to ensure that appropriate social distancing can always be maintained when groups arrive and depart. The number of people permitted to use the building shall be in accordance with the Groups Risk Assessment and shall not exceed 73 in the Church, 40 in the Hall or 11 in the Vestibule. – Section 7.
				Group Organiser	As part of their Action Plan the Group Organiser shall include a plan for arrival and departure that considers social distancing requirements. – Section 7. To provide Group members with a copy of the document <i>Guidance for Users</i> . – Section 1. The Group Organiser must provide the MRMC Lettings Officer with their contact details for the purpose of the NHS Test and Trace service. – Section 7. The Group Organiser must keep a record of the members of their group attending MRMC, the date and time on which they attended and their contact details for the purpose of the NHS Test and Trace service. This record must be kept for 21 days. – Section 2. Doors and windows shall be left open where possible (taking fire & security issues into consideration) to ensure adequate ventilation. – Section 2.
				All members of the Group	All members of the Group shall be provided with the document <i>Guidance for Users</i> . – Section 1.

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Change History

Date	Version	Changes	Prepared by
7/11/20	1	Initial version	Mike Scorer

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