

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

Use of the Premises by Other Groups

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

Name of Church		Action Plan prepared by
Marlborough Road Methodist Church		MRMC Re-opening Group
Address 69 Marlborough Road, St Albans, Herts.	Area of the building considered – 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 Action Plan	Nov. 2020	Prepared by the MRMC Re-opening group over several meetings.
Review		
Review		

Action – List of what needs to completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
<p>1. Prepare document <i>Guidance for Users</i>, copy attached, which should provide guidance in respect of:</p> <ul style="list-style-type: none"> a) COVID-19 symptoms. b) Sanitising hands on entry to and exit from the building. c) Avoiding touching surfaces as much as possible. d) Sitting and staying in allocated seats. e) Seating in the Worship area must not be moved. f) Keeping possessions with them at all times, including coats. g) Cleaning toilets after use. h) Areas of the building which are not to be accessed. <p>The above list is not definitive but forms the basis for the document.</p>	<p>Mike Scorer</p>		<p>26/10/20</p>
<p>2. Prepare document <i>COVID-19 Rules and Regulations</i>, copy attached, which should include, as a minimum:</p> <ul style="list-style-type: none"> a) Areas of the building which are accessible. b) The Group Organiser shall ensure that all members of their group have a copy of the document <i>Guidance for Users</i>. c) Before opening the building the Group Organiser shall sanitise their hands or wear disposable gloves. d) The Group Organiser shall ensure that the premises are adequately cleaned after use, in particular: <ul style="list-style-type: none"> i) The Group shall provide all necessary cleaning materials i.e. antiseptic wipes, cleaning cloths, spray cleaners, etc. ii) All chairs used shall be wiped down. iii) Door handles and light switches shall be cleaned with antiseptic wipes. iv) All tables and surfaces which have been used shall be wiped down with antiseptic wipes/spray. e) Doors shall be left open where possible (taking fire & security issues into consideration) to reduce touching of door furniture in all locations and to provide adequate ventilation. f) Group Organiser to maintain a list of attendees contact details. 	<p>MRMC Lettings Officer</p>		<p>27/10/20</p>

Action – List of what needs to completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
3. The MRMC Lettings Officer shall seek permission from the Senior Property Steward before agreeing to a letting.	MRMC Lettings Officer		N/A
4. To assist with social distancing the Hall needs to be marked out appropriately, a 2m matrix of yellow dots would suffice.	I Gilbert		
5. Signage: a) Adequate signage to be placed around the building to remind users of the need to follow good practice to minimise the spread of COVID including maintaining social distancing, regularly washing hands, etc. b) Entry to the Hall should be via the door from the Ramp Entrance lobby and needs to be marked out. Ideally, the same door should be used for exit, however, the Risk Assessment carried out by some groups may lead to the need for a different arrangement (see 7a below) and they would then need to supply appropriate temporary signage. c) Access to the toilets is via the double doors from the Hall into the corridor or via the Ramp Entrance Lobby and corridor. These routes need clearly marking out. d) Areas which are authorised access only (i.e. Vestry, Kitchen, Wood Room, Choir Vestry and Zone as a minimum) need to be clearly marked as such.	I Gilbert		
6. NHS QR venue codes required in the Vestibule, Ramp Lobby and Hall as a minimum to assist NHS Test and Trace	I Gilbert		
7. Documentation required from Group Organiser: a) Risk Assessment and Action Plan which should include details of arrival and departure plans under social distancing. b) Group Organiser contact details.	MRMC Lettings Officer	Prior to event	N/A

Change History

Date	Version	Changes	Prepared by
7/11/20	1	Initial version	Mike Scorer
28/5/21	1.1	Correction to 5b	Mike Scorer

Marlborough Road Methodist Church (MRMC)

Guidance for Users

1. Please stay at home if you have any of the symptoms of Covid-19 (high temperature, new continuous cough, loss of/change to sense of smell or taste).
2. Please be aware of the government guidance relating to vulnerable people.
3. Attendees are asked to arrive no earlier than 15 minutes before their event. Please observe social distancing at all times and be guided by your Group Organiser and the signs which are displayed.
4. Please use the wall mounted hand sanitiser on entry to the building. Extra wall mounted sanitiser dispensers are available at various points, including by the toilets.
5. Avoid touching surfaces in the premises as much as possible.
6. Areas which are out of bounds, except to authorised users, are clearly marked and include the Vestry, the Choir Vestry, the Wood Room, the Kitchen, the Zone and the 2 toilets opposite the Choir Vestry.
7. If using the Worship area of the Church please sit and remain in the seats allocated by your Group Organiser. The chairs in the Church must not be moved.
8. The wearing of a face covering indoors is now mandatory for those not exempt.
9. NHS QR venue codes can be found in the Vestibule, Ramp Lobby and Hall to assist the NHS Test and Trace service and work with the NHS COVID-19 app.
10. Your Group Organiser will need to record your name and contact details for the NHS Test and Trace service.
11. Please keep everything you brought with you to hand and take it away at the end. There are no coat hooks available.
12. Toilets will be available but please sanitise your hands before entering the toilet and use the wipes provided to wipe the taps, flush and door handles, just before leaving to protect the next user. Dispose of the wipes in the bin provided.
13. Access to the toilets is via the corridor between the Church and Hall.
14. Attendees are reminded to socially distance outside the premises both before and after their event, but please be aware of passing pedestrians so as not to cause congestion.
15. These details and many more measures have been put in place for your safety and the safety of others at a difficult time.

Marlborough Road Methodist Church (MRMC)

COVID-19 Rules and Regulations

The following rules and regulations are for the attention of the organiser of any group using the premises at MRMC, hereafter referred to as the Group Organiser. This includes both Church groups (excluding worship) and external users and are in addition to any conditions imposed by a Booking Form or Licence. The Group Organiser is responsible for ensuring that their event is operated in a COVID-19 safe manner.

1. The Group Organiser shall carry out a Risk Assessment for their event and shall prepare an Action Plan. The documents shall ensure that adequate provision is made for arrival and departure under social distancing rules. Copies of the documents shall be provided to the MRMC lettings officer at least one week in advance of the event.
2. Before opening the building the Group Organiser, or their representative, shall sanitise their hands or wear disposable gloves.
3. The Ramp Lobby, the corridor between the Church and the Hall and 3 of the toilets are accessible to all users in addition to either the Hall, Church or Vestibule. All other areas are out of bounds, except to authorised users, and are clearly marked; this includes the Vestry, the Choir Vestry, the Wood Room, the Kitchen, the Zone and the 2 toilets opposite the Choir Vestry.
4. The Group Organiser shall ensure that all members of their group are provided with a copy of the document '*Guidance for Users*', a copy of which is attached. The Group Organiser may add any additional guidance to this document which is appropriate to their particular event.
5. NHS QR venue codes are in place to assist the NHS Test and Trace service and work with the NHS COVID-19 app.
6. The Group Organiser shall maintain a list of attendees and their contact details to support the NHS Test and Trace Service. The contact data shall be held for 21 days and then destroyed. For groups of up to 6, only the contact details of the 'lead member' need be recorded together with the number in the group.
7. The Group Organiser shall ensure that the premises are adequately cleaned after use, in particular:
 - i) The Group shall provide all necessary cleaning materials i.e. antiseptic wipes, cleaning cloths, spray cleaners, etc.
 - ii) All chairs used shall be wiped down.
 - iii) Door handles and light switches shall be cleaned with antiseptic wipes.
 - iv) All tables and surfaces which have been used or touched shall be wiped down with antiseptic wipes/spray.
8. Doors shall be left open where possible (taking fire and security issues into consideration) to reduce touching of door furniture in all locations and to provide adequate ventilation.