



## COVID-19 Secure Guidelines Risk Assessment (Emmanuel Church Hall)

Conducted by President, Hon. Secretary, Hon Treasurer, Equipment Officer  
18 May 2021

Last updated: 24 August 2021

On 26th June 2020 the Government published guidance\* which included the following information:

COVID-19 is transmitted in three ways:

Direct person-to-person contact - if an infectious person breathes droplets on you or you pick them up through physical contact with an infectious person.

Contact with a contaminated surface - if you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected.

Aerosol transmission - fine droplets of liquid containing virus are breathed out, form an aerosol and are carried through the air. You may become infected if you breathe these in.

If you are further away from someone there's less risk of catching the virus from droplets or aerosol transmission. However, distance isn't the only thing that matters.

- Duration - the longer you are close to an infectious person, the higher the risk.
- Fresh air - the risk is lower if you are outdoors, or in a well-ventilated area,
- Direction - the risk is lower if you are not face-on with the infectious person

The risk of transmission is small at 2m and where possible, you should maintain 2m distance.

If it is not possible to keep 2m distance, reduce the risk to yourself and others at 1m by taking suitable precautions. Ensuring as many people as possible comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

- Limit the number of people or households that you come into contact with
- Sit / stand side by side or behind other people, rather than facing them
- Meet people outdoors, rather than indoors
- Keep interactions brief
- Wear a face covering when required
- Increase ventilation

To minimise the risk of transmission via surface contact, you should:

Regularly wash your hands using soap and water or use hand sanitiser

Avoid touching surfaces and do not touch your face

Dispose of waste safely, including items such as paper face masks or gloves



As a Charity with members and visitors SPS must protect people from harm. This includes taking reasonable steps to protect our workers and others from coronavirus. This document aims to:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Work Activity or Situation	Who Could be at Risk	How Likely it is that Someone Could be Exposed	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
<b>General considerations</b>	Members, visitors	Very High Risk (depending on prevalence of infection in Liverpool City Region)	COVID-19 team established	Government guidance reviewed regularly, mitigations updated, Risk Assessment amended as necessary	Hon Sec Hon Treasurer	On-going	
<b>Before travelling to Meetings</b>	Members, visitors,	Very High Risk (see above)	Not holding meetings at an indoor venue	Members and visitors told to stay at home if they or a member of their household are symptomatic by email, social media, website	Hon Sec	On-going	
<b>Before recommencing indoor meetings at Emmanuel Church</b>	Members, visitors	Very High Risk (see above)		Before the Church Hall reopens the hall, chairs tables and surfaces need to be sanitised. This action to be recorded in a log book	Emmanuel Church	10 September 2021	



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<b>Before each meeting indoors at Emmanuel Church</b>	Members, visitors	Very High Risk (see above)	Door Locks to be changed and keys only issued to authorised users (by Emmanuel Church)	Chairs and tables used and surfaces touched need to be sanitised by the previous users. This action to be recorded in a log book and signed for by a person in authority	Hall Users	After each meeting	
<b>Whilst attending meetings indoors</b>	Members, visitors	Very High Risk (see above)		increased signage to encourage people to follow guidance on face masks, handwashing and hygiene.	Emmanuel Church		
<b>Whilst attending meetings indoors</b>	Members, visitors	Very High Risk (see above)	Members and visitors must not go to the meeting if they are symptomatic, or a member of their household is symptomatic.	Make sure we can spot symptoms of COVID and tell people with symptoms to quarantine immediately.	A member of Council on a rota basis	Each Meeting	
<b>Whilst attending meetings indoors</b>	Members, visitors	Very High Risk (see above)	Windows should be open to provide good air flow and ventilation		Those setting up the hall	Each meeting	
<b>Making payments / recording attendance</b>	Members, visitors	Virus can remain on coins and note surfaces	Review system of payment for attendance.	Individuals will be asked to make their own payments in cash into a receptacle, taking change if	Hon Tres. Assistant Treasurer	Each Meeting	



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<b>Making payments / recording attendance (contd.)</b>				necessary. Hand sanitiser will be provided. One person will keep an attendance register. Visitors will sign in using a sanitised pen.	Hon Tres. Assistant Treasurer	Each Meeting	
<b>Whilst attending meetings indoors</b>	Members, visitors	Very High Risk (see above)	Developing cleaning, and hygiene procedures; Obtaining cleaning materials. Obtaining individual sanitising wipes in envelopes	Frequent cleaning and disinfecting objects and surfaces which are touched. (See also End of Meeting)	SPS	Each meeting	
<b>Whilst attending meetings indoors</b>	Members, visitors	Very High Risk (see above)	Seats should be set with sufficient space between each of them		Those setting up the hall	Each meeting	
<b>Whilst conducting meetings</b>	Officers, Judges	Very High Risk (see above)	Prints should only be handled whilst using gloves		Officers, Judges	During print competitions	
<b>Use of toilets</b>	Members, visitors	Very High Risk (see above)		Use of unisex, accessible toilet for essential use only. Users to sanitise contact points after use.  Additional signage	Members, visitors  Emmanuel Church	10 September 2021	



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<b>Kitchen</b>	Members, visitors	Risk of food-borne infection.	Deep clean kitchen		Emmanuel Church	10 September 2021	
<b>Kitchen (cont.)</b>		Risk of contracting Legionella	Water tank drained. Water flushed through the system on a regular basis.			Ongoing	
<b>Providing refreshments from the kitchen</b>	Members, visitors	Virus can remain on surfaces Risk of food-borne infection.	Use of disposable cups  No biscuits to be supplied	Wearing of plastic, disposable gloves. Bin bag to be sealed and disposed of	SPS Volunteers	At each meeting	
<b>End of Meeting</b>	Members, visitors	High Risk	Fire doors to be opened for egress		Those setting up the Hall	After each meeting	
<b>End of Meeting</b>	Subsequent users of the Hall	Contact with a contaminated surface	Only plastic chairs will be used. Purchase of cleaning materials and individually wrapped sanitiser towels	SPS will sanitise all chairs and tables used, and all surfaces touched.  Log book to be signed by an Officer	SPS Members	After each meeting	
<b>Supporting NHS Test &amp; Trace</b>	Members, visitors,	There is a higher risk of transmitting		Collect details and maintain records of people attending the Club in file at entrance.	Assistant Treasurer		



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		COVID-19 in premises where people spend more than 15 minutes together indoors.		Encourage use of QR code displayed in the Hall	Council members		

- *\*Review of two metre social distancing guidance* <https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance#annex-a-how-covid-19-is-transmitted-and-how-to-reduce-risks>