

St Gabriel's Parish Rooms, Huyton Quarry

Operational Risk Assessment : COVID 19

Related documents:

Fire Plan and Emergency Evacuation Procedures

Hire Agreements

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Version 4: 15th June 2021

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Signed on behalf of the Parochial Church Council : Canon Malcolm Rogers
Vicar. 15th June 2021



Area or People at Risk	Risk Identified	Mitigation	Non statutory guidance	Other notes
<p>Staff, group leaders and volunteers and visitors –</p>	<p>General risk of infection Of Covid 19</p>	<p><u>Prevention is preferable to outbreak management!</u></p> <p>Stay at home guidance if unwell at entrances and in Main Hall.</p> <p>Track and Trace must be undertaken at all times (each group to keep records securely and encourage visitors to use QR code check in on mobile phone)</p> <p>Social distancing should be observed at all times</p> <p>Anti bac hands upon entry Regular sanitisation of door handles and other surfaces</p>	<p>The maximum number of people currently permitted in main hall at any one time is 40. Each group should consider and produce its own more detailed risk management for their users.</p> <p>We strongly recommend all group leaders and volunteers to take a Covid Test twice a week.</p> <p>Groups are strongly encouraged to use the digital thermometer provided to check those entering the building (temp should not exceed 37.8 degrees C)</p> <p>Families do not legally need to observe social distancing; neither do those in ‘bubbles’</p> <p>We strongly advise close monitoring and adherence of social distancing between all people whilst on the premises and waiting outside / in the porch</p>	<p>Any designated venue that is found not to be compliant with track and trace regulations will be subject to financial penalties; starting at £1,000 - (or £500) if that amount is paid before the end of the period of 14 days following the date of the notice) - and rising up to £10,000 upon repeat offences.</p> <p>Blank track and trace forms are available from the sign in desk at any time. Completed forms should be handed in to the vestry near the toilet area or slipped under door if not open (these will be stored securely for 21 days as required)</p>

<p>Staff, group leaders and volunteers and visitors</p>	<p>Non-permitted activities contribute to infection</p>	<p>The virus is still prevalent in our society. Only some activities can currently resume.</p> <p>These include</p> <ul style="list-style-type: none"> • support groups • childcare provided by a person who is registered under Part 3 of the Childcare Act 2006 or supervised activities for children • education or training • providing essential voluntary services or public support services, including digital access to public services, medical treatment, the provision of food bank or other support for the homeless or vulnerable people, blood donation services or support in an emergency • voting, counting of votes or activities ancillary to voting or the counting of votes in an election or referendum <p>For a complete list visit https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p>		<p>Any breach of COVID 19 regulations including undertaking non permitted activities may result in fines of £200, doubling for further breaches up to a maximum of £6,400.</p> <p>For further information please visit https://www.merseyside.police.uk/advice/advice-and-information/c19/coronaviruses-covid-19/</p>
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<p>Staff, group leaders and volunteers and visitors –</p>	<p>Transmission of virus Through airborne droplets and aerosols</p>	<p>Facemask must be worn when moving around the building</p> <p>Windows should be opened when hall is in use as much as possible (and closed afterwards!)</p> <p>Regular cleaning of surfaces using anti-viral sprays provided</p>	<p>We strongly suggest face masks are worn whenever possible.</p> <p>Staff/volunteers may need guidance as to cleaning.</p>	<p>All cleaning equipment is provided including anti bac, antiviral sprays etc</p>
<p>Staff, group leaders and volunteers and visitors –</p>	<p>Greater Risk of Covid 19 infection to the Extremely Vulnerable or those aged over 70</p>	<p>Clinically extremely vulnerable people are currently no longer required to shield</p>	<p>Group leaders should be aware of potential anxiety or additional support needs which extremely vulnerable people might experience or require.</p> <p>We strongly suggest a conversation with those in this category regarding personal safety, appropriate roles and responsibilities.</p>	<p>In the event of an outbreak those in this category should be informed as a matter of priority.</p>

<p>Staff, group leaders and volunteers and visitors</p>	<p>Notification of a positive test result from someone who has visited the centre within the last 72 hours.</p>	<p>Group leader informs Rev Malcolm Rogers (0788 431 7112) or Rev Lynne Connolly (07795 807715) immediately. They will then initiate our potential outbreak management procedure in collaboration with the local authority (443 4712) out of hours (434 4819) including the disclosure of track and trace information.</p>	<p>Where a person who has been advised to self-isolate needs practical or social support they will be directed to the Knowsley COVID-19 Volunteer Hub for help and support for the provision of household provisions and social connections (e.g. safe and well checks), and other reasonable requests (such as dog walking). Prescription deliveries will be provided by the Merseyside Fire and Rescue Service. Other specific wrap around support can be requested through Knowsley Councils Single Point of Contact. 0800 073 0043 Monday - Friday 9.00am –5.00pm and Saturday and Sunday 10.00am – 2.00pm</p>	<p>It is important people know they can and should raise concerns about potential behaviours or the infection status of visitors</p>
<p>Staff, group leaders and volunteers and visitors</p>	<p>Waste Disposal / PPE maintenance</p>	<p>Group leader is responsible for ensuring anti bac is available prior to group starting.</p>	<p>Anti-viral bin liners to be used at all times and will be disposed of safely by the hall cleaner after each session.</p> <p>Careful consideration should be given to the disposal of facemasks including the cutting of strings to reduce environmental impact</p>	<p>Antibac is available from the hall cleaner or vestry or by ringing clergy</p> <p>All upholstered seating and surfaces regularly sprayed with Selgiene Extreme virucidal and bactericidal cleaner certified to En standards 1276, 14675 etc</p>
<p>Additional info: Small meeting rooms and offices: kitchen, Songbird room</p>	<p>Social distancing is more difficult in smaller areas</p>	<p>Ventilation is extremely important and should be provided at all times</p> <p>Social distancing/wearing of masks should still be observed where possible</p>	<p>We strongly recommend more frequent cleansing of surfaces</p>	

on first floor & curates room		Track and trace remains a requirement		
Additional info: Toilet area	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p> <p>Potentially contaminated paper and other waste</p>	<p>Preferably Only one person allowed in toilet area at any one time.</p> <p>Group leader to ensure all surfaces etc regularly cleaned, preferably between use, using sprays provided.</p> <p>No fabric towels or other shared drying material to be used (hand driers or disposable paper towels only)</p>	<p>Particular consideration should be given by group leaders to the use of the toilets by childrens or vulnerable adults eg ensuring those using the accessible toilet can do so safely.</p>	<p>Handwashing technique posters are displayed in toilet areas.</p>
Event / group management	<p>Handling cash / tickets</p> <p>Numbers exceed permitted levels</p>	<p>Organisers should arrange contactless payment and ticket management solutions where possible. If not possible, cash payments etc should be handled by one person only wearing gloves and cleansing regularly.</p>		<p>Gloves can be provided by arrangement.</p>
Refreshments	<p>Contamination of crockery and cutlery, shared equipment,</p>	<p>Only one person is permitted in the tea making area at any time.</p> <p>Prior to touching any equipment or utensils they should anti-bac their hands</p>	<p>If sandwiches etc are required for meetings and conferences, we strongly recommend using a local supplier, asking them to prepare individual wrapped sandwiches and cakes etc</p>	<p>Local suppliers of sandwiches include</p> <p>Select Sandwiches (about 400m up Hall Lane (up hill))</p>

		<p>All mugs and cups should be thoroughly washed before use. After use they should be placed directly by the person who has used it into the dishwasher either in the parish rooms kitchen or back of church.</p> <p>Tea/coffee/sugar/milk and bamboo stirrers are all available in individually wrapped packaging and should be disposed of in the bins provided.</p> <p>Staff/group leaders/ visitors should NOT make cups of tea for anyone else.</p> <p>If possible people should re-use the cup they are using, thoroughly washing it as necessary in the parish rooms front kitchen sink area.</p> <p>The tea making area should be regularly cleansed with anti-viral spray.</p> <p>If food is consumed on the premises, crockery and cutlery must be thoroughly washed before use and placed directly in the dishwasher in the parish rooms kitchen or at the back of church.</p> <p>No food/drink to be left on the premises at any time other than that authorised in the main freezer. (DO NOT use/touch milk etc which has been brought into the building in contravention to these guidelines)</p>	<p>The use of 'platters' and other shared catering is not permitted at this time</p> <p>Care should be taken when consuming food to observe all social distancing</p> <p>Areas used for food consumption should be thoroughly cleansed afterwards using anti viral spray.</p> <p>All packaging should be placed immediately in bins provided after use.</p>	<p>7 Hillcrest Parade, Huyton Quarry Liverpool L36 6DU http://www.selecthuyton.co.uk/home/4594275442 07434 854776 selecthuyton@gmail.com</p> <p>OR</p> <p>Greggs about 3/4mile away in Huyton village (if you have a Just Eat account they will deliver. Use the postcode L36 6AZ St Gabriels Community Centre Hall Lane, Huyton</p>
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