**St Matthew’s Church Risk Assessment 2021**

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| **Interest Group Name:** |
| **Main group contact details:**  Name:  Address:  Email: Phone number(s) |
| **Description of Activity:** |
| **Location / Venue:**  St Matthews Church Hall, Chichester Road, Croydon, CR0 5NQ |
| **Venue Lettings Manager & Contact Details:**  St Matthew Church, Chichester Road, Croydon, CR0 5NQ  Tel: 020 8681 3147  Email: [churchadmin@stmatthew.org.uk](mailto:churchadmin@stmatthew.org.uk) |

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| **PLEASE INDICATE THAT YOU ARE AWARE OF THESE NOTES BY TICKING THE BOX NEXT TO EACH STATEMENT** | **Please tick** |
| Participants must be reminded not to participate if they are experiencing any Covid-19 symptoms. If a member, or someone in their household, develops symptoms, they must let the leader know immediately, and the venue will be informed. |  |
| Participants must carry out their own personal risk assessment before taking part regarding their health and travel arrangements. This does not need to be shared. |  |
| A booking system will need to be used to ensure social distancing according to the size of the venue. Only 50 people allowed in the Hall, 100 in the main church and 20 in the Choir Vestry. A record of dates, times, participants and contact details MUST be kept by the leader or nominated person for at least 21 days. This does not need to be shared with St Matthew’s. |  |
| Participants must be made aware that they will need to adhere to the Government and NHS guidelines with regard to wearing a face covering, using hand sanitizer, not sharing any equipment, not sharing food, utensils or cutlery. |  |
| Furniture must be sanitised before and after use – the leader must arrange this and provide the equipment and materials to do this. |  |
| Any devices (laptops etc) must be operated only by one person and sanitised |  |
| **If anything about the building, with regard to being non Covid-Secure, is seen, the leader must inform the St Matthew’s Church administrator asap.** | |

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| **PLEASE READ ALL STATEMENTS/QUESTIONS AND RESPOND IN THE ? BOX AND ADD ANY EXTRA COMMENTS IN THE COMMENTS BOX** | | **?** | **Comments** |
| 1 | Is the access suitable for the group attending the activity especially anybody with limited mobility? | Y |  |
| 2 | Is wheelchair access adequate? | Y |  |
| 3 | Is the area free from obstructions & trip hazards? | Y |  |
| 4 | Are there adequate means of escape in an  emergency which are visible & clear of obstructions? | Y |  |
| 5 | Are there appropriate direction signs to aid  escape? | Y |  |
| 6 | Is there a Smoke Alarm? | Y |  |
| 7 | Is there Emergency Lighting? | Y |  |
| 8 | Is there a designated assembly point? Where is it? | Y | Car Park |
| 9 | Is there an emergency procedure for the building?  Do you have a copy? | Y | Copies can be found on the Hiring Space page on our website and also on the walls around the church |
| 10 | Is seating always laid out? | N | I will put out before session |
| It is the group’s responsibility before and after the  activity to lay out seating and return to original places | Y | I will put all chairs and tables away after the session. |
| 11 | Is there a kitchen? | Y | Kitchen is available to all Hall-hirers but you are required to read the kitchen guidelines beforehand which can be found on the Hiring Space page on our website. |
| Is the kitchen adequate and hygienic? | Y |  |
| Are food safe cleaning materials available? | Y |  |
| 12 | Are the toilet facilities adequate & accessible? | Y |  |
| 13 | Is equipment being brought to the venue by the group? |  |  |
| Has it been checked? |  |  |
| 14 | Is there a First Aid box and if so where is it  located? | Y | First Aid box is on top of the coat rack in the corridor next to the kitchen and there is another one in the kitchen. Please notify the church administrator by email if you use any items from the first aid box and if an accident has happened. |
| 15 | Does it have a sound system with an induction  loop? | Y | In the main church. |
| 17 | It is our responsibility to remove any rubbish and take it home with us |  |  |

Signed ………………………………………………………… Date …………………………………………

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| **NOTES:** this space is intended for information pertaining to the group’s activities which can’t be listed above.  All participants advised to wear a face covering on entry, exit and moving around the building.  Entry *could* be via the Main Door and exit via the door to the car park for Hall users and out through the double doors if using the main church (this is for all except the Leader). For Choir Vestry users, exit can be made through the main doors.  Sanitizer will be supplied by the group.  Car park is monitored. Ensure that car registration is entered on the monitor in the church foyer - please remind your participants at the start of the session. Please wipe over the tablet with antibacterial wipes before and after use.  **Cleaning**  Cleaning must be undertaken during your hiring time and may well take up to 30 minutes. The aim is to ensure that everything is non-Covid for the next users.  To that end all surfaces, furniture, door handles, light switches and taps etc. must be cleaned after use. All cleaning material and equipment must be supplied by the group hiring the hall. Brooms and mops can be found in the cupboard next to the disabled toilet or in the corridor leading to the toilets. |

Date modified 12 November 2021 by Penny Goswell