

# Covid-19 Risk Assessment- Room Hire



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Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action	When action to be completed by:
Physical or Management Area or Activity: Conferencing							
Transmission of virus through air/ vapour particles.	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>Numbers on site will be monitored and managed by the Conference Manager. See page 4 for specifics.</li> <li>Where necessary, a one-way system will be instituted throughout the building to avoid pinch points</li> <li>There are floor and wall signs at multiple, relevant locations e.g. entry/exit. These relate to maintaining a 2m distance, regular hand sanitising and using face coverings in communal areas.</li> <li>Attendees to wear face</li> </ul>	Medium	Reviewed after each event	<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	<b>[Time Frame After Each Event Within Which the Control Measure is to be Implemented]</b>

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action	When action to be completed by:
		High	coverings as per prevailing regulations or at a minimum in spaces where 2m social distancing is difficult.	Medium			
Transmission of virus through air/ vapour particles.	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>• Hand sanitiser stations will be placed at each entrance, outside toilets and <b>[List Other Hand Sanitiser Station Locations Here]</b>.</li> <li>• Staggered arrival times will be recommended for large meetings.</li> <li>• Seating arrangements within the <b>[Room Where Conferences Are Held]</b> will be laid out for the arrival of attendees and chairs will be spaced 2 metres apart. Tables will be placed side by side with one delegate per 6ft table or 2 delegates</li> </ul>	Medium		<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	

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			facing forward at each end of a table. No cloths to be used on tables.				
Transmission of virus through air/ vapour particles	Conference Attendees	High	<p><u>ROOM CAPACITIES</u>  <b>*EXAMPLE*</b></p> <ul style="list-style-type: none"> <li>The maximum numbers will be observed in the following meetings rooms:                      Main Hall: 75                      Room 1: 9                      Room 2: 7                      Room 3: 7                      Landing: 16                      Baby Creche: 4</li> <li>Adequate ventilation will be ensured throughout the building, windows open, doors propped open, whilst making considerations for fire safety.</li> </ul>	Medium	Reviewed after each event.	<b>[Person/People Responsible for This Action]</b>	<b>[Time Frame After Each Event Within Which the Control Measure is to be Implemented]</b>

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action	When action to be completed by:
Infection Outbreak	Conference Attendees and Staff	High	<ul style="list-style-type: none"> <li>• There are signs at the entrances to advise people not to enter if they have symptoms of Covid-19</li> <li>• Should a delegate become unwell during a conference they will be asked to leave the conference centre as quickly as possible.</li> <li>• Waiting room 1 <b>[Give Directions to the Location Where Potential Covid Cases Can Isolate if Required]</b> is the designated isolation room should it be required.</li> <li>• PPE will be provided for anyone administering first aid.</li> <li>• If possible, the room will be secured for 72 hours to</li> </ul>	Medium			

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Infection Outbreak	Conference Attendees and Staff	High	reduce the infection risk. <ul style="list-style-type: none"> <li>• If the room cannot be left for 72 hours, internal deep cleaning procedures will be carried out by staff wearing PPE.</li> <li>• If a staff member reports symptoms of Covid-19 during the event they will be asked to leave the premises immediately.</li> </ul>	Medium			
Transmission through touch/shared objects	Staff	High	<u>SET UP &amp; BREAK DOWN</u> <ul style="list-style-type: none"> <li>• Where possible staff to maintain the 2m distancing rule when setting up conference rooms.</li> <li>• Staff to wear gloves to reduce cross-contamination risks.</li> </ul>	Medium			

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			<ul style="list-style-type: none"> <li>Equipment from external suppliers will either be left untouched for 72 hours or sanitised by conference staff.</li> </ul>				
Transmission through touch/shared objects	Conference Attendees & Staff	High	<p><u>ENTRY POINTS</u></p> <ul style="list-style-type: none"> <li>Entry doors and meeting room doors to be propped open during key arrival and exit times.</li> <li>Hand sanitizers will be available at all entrances.</li> <li>Rope barriers will be used to control movement flow</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	
Transmission through touch/shared objects	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li><b><i>*If Relevant*</i></b> The water fountain will be closed off.</li> <li>Water jugs and glasses will be replaced with individual water bottles.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	

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Transmission through touch/shared objects	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>Handrails on stairs will be thoroughly cleaned and disinfected as per Covid-19 regulations, before and after every event.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	
Transmission through touch/shared objects.	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>Flipcharts, pens and registration tables will be disinfected after each use.</li> <li>Writing pens and paper will not be provided.</li> <li>Non touch bins will be used – either pedal bins or open top bins.</li> </ul>	Medium		<b>Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	



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Transmission through touch/shared objects	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>• Delegates will be instructed to retain the same chair throughout an event and following each event chairs will either be left aside for 72 hours before reuse or will be sanitised.</li> <li>• All touch surfaces including table-tops, counter tops, sills, light switches, window and door handles will be sanitised after each event.</li> <li>• During breakout sessions or refreshment breaks, all interior doors will be propped open.</li> </ul>	Medium			

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Transmission through touch/shared objects.	Conference Attendees & Staff	High	<u>AV equipment</u> <ul style="list-style-type: none"> <li>Sanitiser will be provided for the service user to clean connection points between users.</li> <li>After each event, connection points will be sanitised</li> </ul>	Medium			
Transmission through touch/shared objects.	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>Handrails on steps at Front Entrance</li> <li>Handrails will be cleaned after each event</li> </ul>	Medium			
Transmission through touch/shared objects Transmission of virus through air/ vapour particles	Conference Attendees & Staff	High	<u>TOILETS</u> <ul style="list-style-type: none"> <li>Ground floor men's and ladies' toilets to be limited to a maximum of <b>[Maximum Number of People Allowed in Toilet At Any One Time]</b> people at any one time</li> </ul>	Medium			

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Transmission through touch/shared objects Transmission of virus through air/ vapour particles	Conference Attendees & Staff	High	<ul style="list-style-type: none"> <li>• Signs are in place to remind about thorough handwashing</li> <li>• Hand sanitiser is in place outside the toilets for use prior to entry</li> <li>• Hand dryers (in the men's and ladies) will be turned off</li> <li>• Disposable paper hand towels will be provided at all sinks</li> </ul> <p><b>•*If Relevant* [Number of Sinks to be Closed to Allow for Social Distancing] sinks and [Number of Urinals to be Closed to Allow for Social Distancing] urinals, in the ground floor men's toilets,</b></p>	Medium			

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Transmission through touch/shared objects Transmission of virus through air/ vapour particles	Conference Attendees & Staff	High	will be closed to allow for social distancing. <ul style="list-style-type: none"> <li>• <b><i>*If Relevant*</i></b> [Number of Sinks to be Closed in Ladies Toilets to Allow for Social Distancing] sinks in the ground floor ladies' toilets will also be closed off to ensure social distancing can be maintained.</li> <li>• <b><i>*If Relevant*</i></b> [Number of Sinks to be Closed in Ladies Toilets to Allow for Social Distancing] sinks in the first-floor ladies' toilets will be closed off to ensure social distancing can be maintained.</li> </ul>	Medium			
Transmission through touch/shared objects and Transmission of virus through air/ vapour particles	Conference Attendees & Staff	High	<u>REFRESHMENTS</u> Refreshment break-out areas <ul style="list-style-type: none"> <li>• Movement and numbers to be controlled with rope</li> </ul>	Medium			

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Transmission through touch/shared objects and Transmission of virus through air/ vapour particles	Conference Attendees & Staff	High	barriers and floor signage to maintain 2m distancing. <ul style="list-style-type: none"> <li>• Multiple refreshment points to be used for larger meetings.</li> <li>• Staff service to replace self-service at refreshment points</li> <li>• 'Place and step back' routines to be in place</li> <li>• Staff to wear face coverings and gloves at service points.</li> <li>• Pre-wrapped sandwich style lunches to be offered in lieu of self-service style buffet.</li> </ul>	Medium	If additional food choices are requested, provision will be subject to the prevailing guidelines and recommended safety measures	[Person/People Responsible for This Action]	[Time Frame After Each Event Within Which the Control Measure is to be Implemented]

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Transmission through touch/shared objects and Transmission of virus through air/ vapour particles	Staff	High	<p><u>KITCHEN AREA</u></p> <ul style="list-style-type: none"> <li>• Only designated staff allowed in the kitchen during food preparation and serving.</li> <li>• Maximum of <b>[Maximum Number of People Allowed in the Kitchen At Any One Time]</b> people in the kitchen at any one time.</li> <li>• Staff to wear gloves for all food and drink preparation.</li> <li>• Face coverings will be worn by all staff.</li> </ul>	Medium			