

Church of St John the Evangelist, Hills Road, Cambridge, CB2 8RN

RISK ASSESSMENT FOR ST JOHN'S CENTRE – VERSION 2

Reviewed by Roger Lilley (Treasurer), Michael Fincham (Assistant Churchwarden) & Peter Tavner (Churchwarden) 17/8/2020
Updated by Michael Fincham 2/8/21

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with COVID-19 on the premises. Occasional Maintenance workers. Users: instructions to be provided for cleaning post-use. St John's: perform a deep clean followed by regular cleaning.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with disposable gloves. Contractors provide their own. Staff to be given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are extremely vulnerable. Users: Responsibility to shield their extremely vulnerable members lies with users.</p>	<p>Staff in the extremely vulnerable category are advised not to attend work/volunteer for the time being.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by the Centre.</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Users: cleaning on completion instructions. St John’s: caretaker cleaning procedures.</p>	<p>Door handles, push plates, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers after use.</p>	

Kitchen	<p>Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers to clean all areas likely to be used after use. Hirers to wash, dry and return crockery and cutlery to the appropriate cupboards and drawers after use.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p>
	Cooker/Microwave	<p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.</p>	
Toilets	<p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Users: clean on completion as required in their instructions. St John's: regular caretaking cleaning.</p>	<p>Hirer to clean all surfaces etc after use, using the cleaning materials provided.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>

This risk assessment completed on 17 August 2020 by:

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Peter Tavner (Churchwarden)

Updated by Michael Fincham on 2 August 2021