

Risk assessment for Milton Methodist Hall

Company name: Milton Methodist

Assessment carried out by: Mary Hancock

Date of next review:

Date assessment was carried out: 23 June 2021

What are the hazards?	Who might be harmed and how?	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
spread of Covid from people attending meetings/ events who are unaware that they are infectious	Any one susceptible to Covid or new variants	Many people visiting our building have had both vaccinations. We have been avoiding using the building at closer than 72 hour	<ol style="list-style-type: none"> 1. Sanitise hands on entering the building and put on a fabric face mask. 2. Make sure that sanitizer is available in required places: by entrance door, by entrance door to WC. 3. Avoid multiple touching of surfaces/handles as far as possible. To prepare for any meeting, open doors that people will need to pass through. Open 	<p>all</p> <p>organiser</p> <p>organiser</p>	<p>on the day</p> <p>on the day</p> <p>before meeting</p>	

		<p>intervals but as life gets going again, this is difficult so alternative strategies are needed.</p>	<p>windows and prop open external doors to get good ventilation through the building. A short meeting is safer than a long one.</p> <p>4. Maintain a record with phone numbers of everyone present for track and trace. This record needs to be kept for three weeks.</p> <p>4.Ensure that everyone wears face masks and washes/sanitises their hands frequently. For clarity of speech it may be necessary to remove mask. In this circumstance ensure 2m spacing, and replace mask as soon as convenient</p> <p>5 Five tables are set out in the Sunday school room, one person at each table achieves a spacing better than 2m</p> <p>6. maintain social distancing (2m) in all spaces as far as possible.</p> <p>7. Discourage use of WC. If necessary to use WC, sanitise hands on entering outer area of WC. If the Wc has been used, ensure that the touched surfaces (taps, wc flush, door locks) are wiped down regularly, and before departure.</p>	<p>organiser</p> <p>organiser</p> <p>organiser</p> <p>all</p> <p>organiser</p>	<p>on the day</p> <p>at the meeting</p> <p>at the meeting</p> <p>at the meeting</p> <p>at the end of the meeting</p>	
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			7. At the end of meeting close windows and external doors (leave internal doors open) wipe down with sanitising wipes any surfaces that have been touched in the course of the meeting, tables, chairs, door furniture etc.	organiser	at close of meeting.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/