

COVID-19 Building Risk Assessment for Wesley Hall, Crookes

Wesley Hall Reopening

Wesley Hall is committed to providing a safe and welcoming community space for a wide variety of user groups. In order for us to continue to do this in the current climate, there are number of step that both we and you, as a user of the building, will have to take in order for us to open the building safely.

The Risk Assessment below details the risks we have identified, the steps that need to be taken to reduce the risk and who is responsible for doing this. It is based on assigning each risk two numerical values, one for the likelihood of the risk, and one for the severity of the risk.

Likelihood of risk:

1. Seldom
2. Frequent
3. Certain or near certain

Severity of risk

1. Low (minor injury)
2. Medium (serious injury)
3. High (fatality)

Based on the numbers above, the Risk Rating (RR) can be found by multiplying the likelihood of the risk by the severity of the risk:

| | | Potential consequences of risk | | |
|--------------------|--------------|--------------------------------|----------------------|----------------------|
| | | 1 (Low) | 2 (Medium) | 3 (High) |
| Likelihood of risk | 1 (Seldom) | 1 (Trivial risk) | 2 (Tolerable risk) | 3 (Moderate risk) |
| | 2 (Frequent) | 2 (Tolerable risk) | 4 (Moderate risk) | 6 (Substantial risk) |
| | 3 (Certain) | 3 (Moderate risk) | 6 (Substantial risk) | 9 (Intolerable risk) |

If the risk is deemed to be too high, then action will need to be taken in order to reduce the risk.

The COVID-19 Building Risk Assessment for Wesley Hall begins on the next page.

Risk Assessment

| Hazards/Risks | Persons Affected | Before control | | | Additional Covid-19 Controls – Reducing Risk | After control | | | Notes/ Further Actions |
|--|--|----------------|---|----|---|---------------|---|----|---|
| | | L | S | RR | | L | S | RR | |
| Infection transmission as people queue to enter building | Anyone entering the building | 2 | 2 | 4 | <p>Limit user group numbers to avoid large numbers of people arriving at the same time</p> <p>Install signage to encourage social distancing while queuing to enter building or queuing to use hand sanitiser on entering building</p> | 1 | 2 | 2 | <p>Item for user group risk assessment</p> <p>Action for Wesley Hall</p> |
| Infection transmission by people gathering/ passing in entrance area | Anyone entering or leaving the building or gathering in the area | 2 | 2 | 4 | <p>Remove all furniture from entrance area to discourage people from gathering</p> <p>Install signage to encourage social distancing and asking people to keep left (entrance area is 3m wide)</p> <p>No parents or others to wait inside building for children or others who are attending a group</p> | 1 | 2 | 2 | <p>Action for Wesley Hall</p> <p>Action for Wesley Hall</p> <p>Action for user groups</p> |
| Infection transmission by touching surfaces within the building | Anyone entering the building | 2 | 2 | 4 | <p>Install hand sanitiser stations at every entrance and exit</p> <p>Install signage to encourage people to sanitise hands when entering or leaving the building</p> <p>Clean high use areas/ chairs/ equipment etc. after every session</p> | 1 | 2 | 2 | <p>Action for Wesley Hall</p> <p>Action for Wesley Hall</p> <p>Action for user groups</p> |

| Hazards/Risks | Persons Affected | Before control | | | Additional Covid-19 Controls – Reducing Risk | After control | | | Notes/ Further Actions |
|---|------------------------------|----------------|---|----|---|---------------|---|----|---|
| | | L | S | RR | | L | S | RR | |
| Infection transmission by touching door handles | Anyone entering the building | 2 | 2 | 4 | <p>Prop open doors (unless a fire door) or install signage encouraging people to open with shoulder and not hands where possible</p> <p>Ensure door handles are cleaned at the end of each group session</p> | 1 | 2 | 2 | <p>Action for user groups/ Wesley Hall</p> <p>Action for user groups</p> |
| Infection transmission while using toilets | Anyone using the toilets | 2 | 2 | 4 | <p>Limit the use of toilet areas to one in one out</p> <p>Prop open toilet doors (where modesty permits) to reduce touching of doors and handles</p> <p>Install signage to encourage hand washing for a minimum of 20 seconds</p> <p>Ensure taps are cleaned at the end of each group session</p> | 1 | 2 | 2 | <p>Action for user groups/ Wesley Hall</p> <p>Action for user groups/ Wesley Hall</p> <p>Action for Wesley Hall</p> <p>Action for user groups</p> |
| Infection transmission while on stairs | Anyone using the stairs | 2 | 2 | 4 | <p>Ensure users do not pass on the stairs. If stairs are in use, then wait at a distance of 2m until person has reached top/ bottom before using stairs</p> <p>Ensure stair banisters are cleaned at the end of each group session</p> | 1 | 2 | 2 | <p>Action for user groups/ Wesley Hall</p> <p>Action for user groups</p> |

| Hazards/Risks | Persons Affected | Before control | | | Additional Covid-19 Controls – Reducing Risk | After control | | | Notes/ Further Actions |
|---|--|----------------|---|----|---|---------------|---|----|--|
| | | L | S | RR | | L | S | RR | |
| Infection transmission while using lift | Anyone using the lift | 2 | 2 | 4 | <p>Ensure only one person uses the lift at a time</p> <p>Encourage people to operate lift buttons with elbow, where possible</p> <p>Ensure lift buttons are cleaned at the end of each group session</p> | 1 | 2 | 2 | <p>Action for user groups/ Wesley Hall</p> <p>Action for Wesley Hall</p> <p>Action for user groups</p> |
| Infection transmission while consuming food or drink prepared on site | Anyone eating or drinking in the building | 2 | 2 | 4 | All kitchens to be closed. All food and drink consumed on site must be brought from home, even water | 1 | 2 | 2 | Action for user groups/ Wesley Hall |
| Infection transmission while in close proximity to other users during group session | Anyone entering the building to attend a group | 2 | 2 | 4 | <p>User groups to ensure that social distancing rules are followed during their group sessions</p> <p>Face coverings to be worn by all users when inside the building</p> <p>User groups to provide own hand sanitiser for use during their group sessions</p> <p>Open all windows/ turn on ventilation fans to increase air circulation around rooms</p> | 1 | 2 | 2 | <p>Item for user group risk assessment</p> <p>Item for user group risk assessment</p> <p>Action for user groups</p> <p>Action for Wesley Hall/ user groups</p> |
| Infection transmission while passing in narrow corridor | Anyone using a narrow corridor | 2 | 2 | 4 | All narrow corridors to be made one way, with clear signage to indicate direction of travel | 1 | 2 | 2 | Action for Wesley Hall/ user groups |

| Hazards/Risks | Persons Affected | Before control | | | Additional Covid-19 Controls – Reducing Risk | After control | | | Notes/ Further Actions |
|--|--|----------------|---|----|---|---------------|---|----|--|
| | | L | S | RR | | L | S | RR | |
| Infection transmission while using tactile prayer space in Sanctuary | Anyone using the prayer space | 2 | 2 | 4 | Prayer space to be closed | 1 | 2 | 2 | Action for Wesley Hall |
| Infection transmission from somebody with symptoms entering the building | Anyone else entering the building | 3 | 2 | 6 | Ensure nobody displaying symptoms enters the building | 1 | 1 | 1 | Action for user groups |
| Infection transmission from somebody who shows symptoms while in the building | Anyone else in that group at the same time | 3 | 2 | 6 | Person to be sent home immediately and to get a test. If test is positive, inform Wesley Hall as soon as possible Ensure good record keeping of all those who attend groups to assist with test and trace | 1 | 2 | 2 | Action for user groups Action for user groups |
| Infection transmission from somebody who shows symptoms after leaving the building | Anyone else in that group at the same time | 3 | 2 | 6 | Ensure group members are aware they need to notify you if they show symptoms. Ensure they get a test and if test is positive, inform Wesley Hall as soon as possible Ensure good record keeping of all those who attend groups to assist with test and trace | 1 | 2 | 2 | Action for user groups Action for user groups |
| Infection transmission between user groups using the building at the same time | Anyone entering the building | 2 | 2 | 4 | Ensure isolation between user groups by giving each group a separate entrance/ exit and separate toilets to use | 1 | 2 | 2 | Action for Wesley Hall/ user groups |

| Hazards/Risks | Persons Affected | Before control | | | Additional Covid-19 Controls – Reducing Risk | After control | | | Notes/ Further Actions |
|---|------------------------------------|----------------|---|----|---|---------------|---|----|------------------------|
| | | L | S | RR | | L | S | RR | |
| Infection transmission in smaller rooms where social distancing is not possible | Anyone using smaller rooms | 2 | 2 | 4 | Smaller rooms to be closed. Only the Sanctuary, Church Hall and Upper Room to be used | 1 | 1 | 1 | Action for Wesley Hall |
| Infection transmission on journey to/ from building | Anyone entering the building | 2 | 2 | 4 | Encourage people not to use public transport, where possible | 1 | 2 | 2 | Action for user groups |
| Infection transmission from money being used during group sessions | Anyone using money in the building | 2 | 2 | 4 | Encourage people to use contactless or bank transfer payments, where possible | 1 | 2 | 2 | Action for user groups |

Wesley Hall Actions from Risk Assessment

The Risk Assessment identifies a number of actions that Wesley Hall will need to take in order to reopen safely. The main change for user groups to be aware of is the introduction of zoning with the building, to keep groups using different areas of the building separate from each other.

The rooms which we will be opening for use are the Sanctuary, Church Hall and Upper Room, and each will have a separate entrance/ exit and separate toilet facilities. All other rooms, including kitchens, will remain closed.

Zone 1 (Sanctuary)

Use of main front entrance and upstairs gents' and ladies' toilets (and downstairs accessible toilet, when required)

Zone 2 (Church Hall)

Use of Church Hall fire escape to car park and downstairs gents' and ladies' toilets (and downstairs accessible toilets, when required)

Zone 3 (Upper Room)

Use of Brick Street entrance and upstairs accessible toilet

A plan showing each zone can be found at the end of this document.

The only shared area is the downstairs accessible toilet, which is the accessible toilet for both zones 1 and 2. Please encourage group members to use the gents' and ladies' toilets within your zone as their main toilets.

User Group Actions from Risk Assessment

The Risk Assessment identifies a number of actions that each user group will need to take in order to return to Wesley Hall and run their groups safely. These actions are listed below.

Before You Return to Wesley Hall

Please make sure you have completed the following actions:

- Write a risk assessment for your group and send to Wesley Hall. As a minimum it will need to cover the following points:
 - Consider how you will limit group numbers or stagger arrival times to avoid large numbers of people arriving at the same time to your group
 - Consider ways to ensure social distancing rules are followed during your group sessions
 - Consider the use to face coverings during your group sessions
- Ensure you have a system for good record keeping of all those who attend your groups in place (to assist with test and trace)
- Ensure group members are aware they need to notify you if they show symptoms within two weeks of attending your group
- Ensure you have hand sanitiser for your group members to use during your group sessions
- Ensure you have materials for cleaning between and after your sessions

Please make the following clear to groups members, before they come to your group:

- Nobody who is displaying symptoms can to your group
- Only group members can enter the building (no parents or others to wait inside the building for children or others who are attending a group)
- All building signage must be obeyed (to keep group members in their allotted zone and ensure safe use of narrow corridors)

- Do not pass on the stairs. If stairs are in use, then wait at a distance of 2m until person has reached top/ bottom before using stairs
- Only one person to use the lift at a time (and press buttons with elbow where possible)
- The use of toilets is restricted to one in, one out
- All food and drink consumed on site must be brought from home, even water
- Encourage group members not to use public transport, where possible
- Encourage group members to use contactless or bank transfer payments, where possible

Before Each Session

Please ensure the following is done before each session:

- Prop or wedge entrance doors open
- Check toilet doors are propped open (where modesty permits)
- Check windows are open/ ventilation fans turned on

During Each Session

Please ensure that the following is done during each session:

- Ensure anyone who displays symptoms while in the building is sent home immediately and gets a test. If the result is positive, please inform Wesley Hall as soon as possible

After Each Session

Please ensure the following is done after each session:

- Cleaning of surfaces
 - Ensure door handles are wiped
 - Ensure taps are wiped
 - Ensure stair banisters are wiped
 - Ensure lift buttons are wiped
 - Ensure all chairs/ equipment etc. used during session are cleaned
- Check ventilation fans are turned off (windows can be left open)
- Close and lock entrance doors
- Ensure anyone who display symptoms within two weeks of attending a group gets a test. If the result is positive, please inform Wesley Hall as soon as possible

Thank You

We appreciate that the above will create extra work for both us and you, as a user of the building. However, we hope that you will understand that it is necessary in order to provide a safe environment for you and your group members.

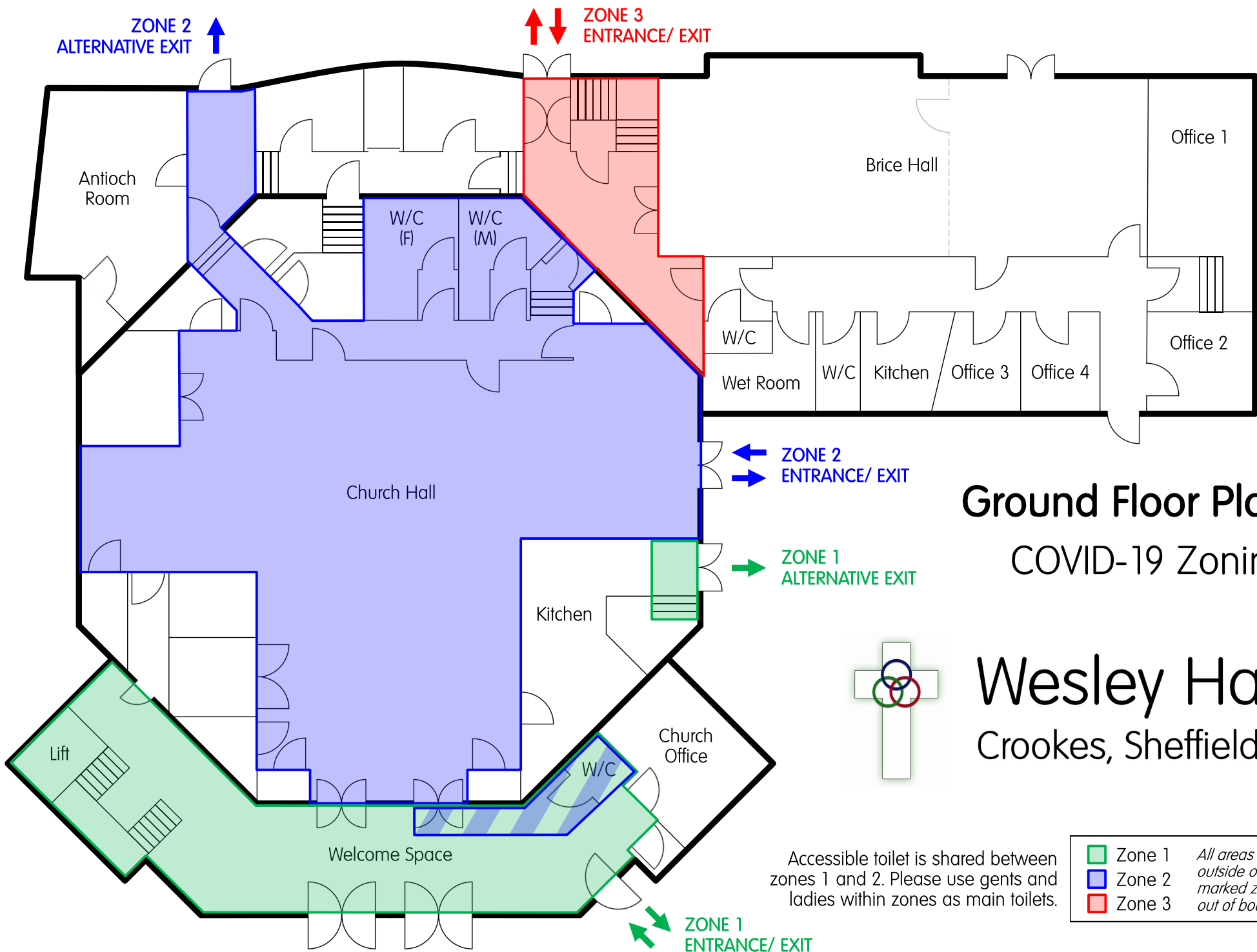
Thank you very much for your help.

If you have any questions, please contact our Building Manger:

Matt Irons

0114 267 9040

matt.irons@wesleyhall.org.uk.



Ground Floor Plan

COVID-19 Zoning

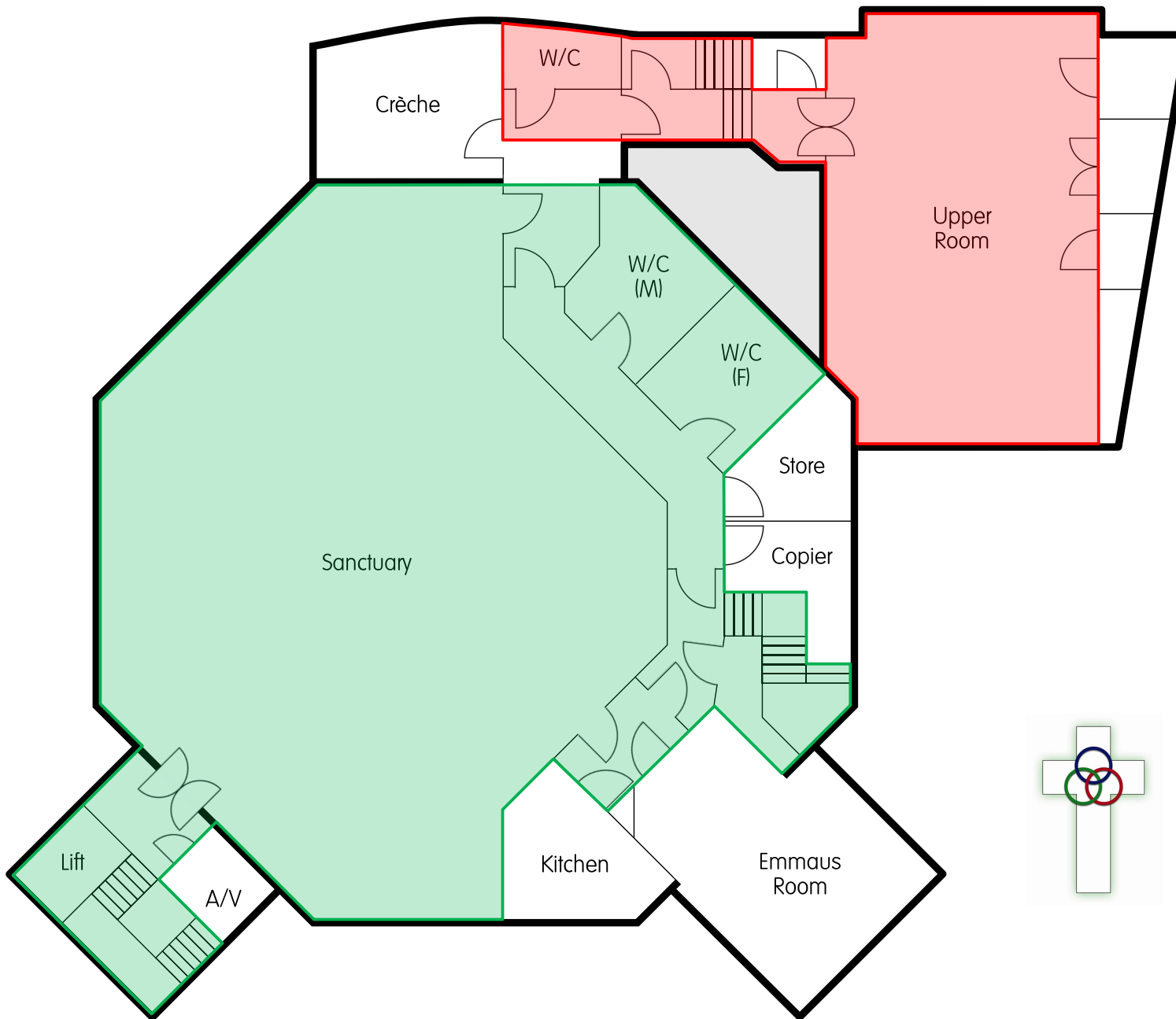


Wesley Hall

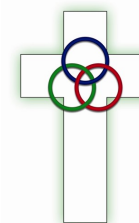
Crookes, Sheffield

Accessible toilet is shared between zones 1 and 2. Please use gents and ladies within zones as main toilets.

| | |
|---|--|
| ■ Zone 1 | <i>All areas outside of marked zones</i> |
| ■ Zone 2 | <i>outside of marked zones</i> |
| ■ Zone 3 | <i>out of bounds</i> |



First Floor Plan COVID-19 Zoning



Wesley Hall
Crookes, Sheffield

| | | |
|--------------------------------------|--------|--|
| ■ | Zone 1 | <i>All areas outside of marked zones</i> |
| ■ | Zone 2 | <i>outside of marked zones</i> |
| ■ | Zone 3 | <i>out of bounds</i> |