



COVID-19 Risk Assessment

*For use in St Ann's Church Manchester
Weekends of 29 April-3 May 2021 and 28-31 May 2021*

Nature of risk	General action advised	Specific action to be taken	By whom?	Staff member responsible
Transmission of virus in enclosed space (main body of the Church)	Ensure space is large enough for the number of users.	St Ann's is certified for use by up to 80+ people. In terms of air volume (as opposed to available seating), that number could be much higher. No more than 30 will ever be present in the church, and for most sessions the number will be considerably lower.	N/a	AK/VW to ensure numbers for each session are as low as possible.
Transmission of virus in enclosed space (Tower Room/entrance area)	As above.	Building users to remain in the Tower Room (entrance area) for as little time as possible, moving into the main body of the church as quickly as possible, consistent with hand-washing and other entry requirements.	All	AK and any other available Team Members to monitor.
Transmission of virus in enclosed space (other rooms/spaces)	As above	Building users ideally to avoid using, and certainly to avoid congregating in, any areas other than the main body of the church (eg Tower Room, Vestry, Lady Chapel, Ann Bland Room, porches, etc).	All	AK and all Team Members to monitor.
Transmission of virus in inadequately ventilated space	Ensure adequate ventilation.	Air volume is very much more than adequate (see above). In addition, the North and South Doors will be open before each session, and for at least 20 minutes each hour (except during recording sessions)	AK	AK

		and while children are present in church). Musicians and Team members will be encouraged to leave the building for fresh air during breaks.		
Transmission of virus through close encounter with others	Where possible, 'one-way systems' should be used.	The limited number of people involved makes this an unnecessary requirement. However, all entrances to the church should <u>only ever</u> be through the West Door (under the Tower), as this offers immediate access to hand-washing and sanitisation. (Wheelchairs and pushchairs may enter through the North Door, directly onto St Ann's Square, as it has no step. Anyone doing so must sanitise their hands immediately on entrance.) Exit from the church will normally be via the North Door.	All	AK
Subsequent discovery that the virus has been present in Church	Venues hosting groups must be able to make contact details available to NHS Track and Trace.	All building users should register for each session they are present. This can be done either by using the NHS Track and Trace app and the QR Code displayed in the Tower Room (entrance area) or by completing a simple slip. For Data Protection reasons, slips will be kept in a sealed envelope, opened only in case of need, and destroyed after two weeks.	All	AK
Transmission of virus via contaminated surfaces (general)	Ensure hands are free of infection.	Hands to be thoroughly washed and/or sanitised immediately on every entry to the building, and at least once every two hours.	All	AK
Transmission of virus via contaminated surfaces in the church	Avoid touching surfaces unnecessarily. Ensure surfaces are clean.	Building users to avoid touching unnecessary areas/surfaces. St Ann's has its own cleaning policies and routines. In addition, areas likely to be used/which have	All	AK and all Team Members to take principal responsibility. All users to participate

		been used will be sanitised both before and after each session.		in cleaning if/as requested.
Transmission of the virus via contaminated surfaces (personal possessions/equipment)	Avoid touching anything unnecessarily.	Building users to avoid touching or handling anyone else's possessions (including small items like pencils or printed music). Outdoor clothing, bags, instrument cases, etc to be carefully placed in a well-chosen place away from other people's possessions. Everyone to take personal responsibility for their own possessions, including musical instruments and recording equipment.	All	AK and all Team Members to monitor.
Transmission of the virus via contaminated surfaces and/or droplets/aerosols (toilets)	Flush toilets with the lid down. Sanitise toilet, wash-hand basin and any other areas likely to be contaminated after use. Wash/sanitise hands thoroughly after using the toilet	All building users have been asked, and will be reminded, to take the actions recommended (box immediately to the left). Suitable sanitisation equipment and hand-washing facilities will be available.	All	AK to remind at the start of each session. All Team Members to monitor/remind.
Active virus being present in the Church	Anyone with the virus, or who suspects they may have the virus, must self-isolate.	Anyone who has any potential symptoms of COVID-19 MUST NOT ATTEND any session, and must inform a Team Member immediately they notice their symptoms.	All	All
Active virus being present in the Church	As above	All musicians, Team Members and volunteers have been asked to take a Lateral Flow Test between 48 and 24 hours before the first session (for each separate weekend). In case of a positive test, as above, they MUST NOT ATTEND any session, and must inform a Team Member immediately.	All	All
Active virus being present in the Church	As above	Temperatures will be taken (using a temperature gun to the forehead) on first entry to the building. This method of taking temperature is not 100% reliable, so	AK, or any Team Member	AK

		anyone with a temperature between 38 and 38.5 will be asked to wait outside the building and have their temperature taken again 10-20 minutes later. Anyone with a temperature higher than 38.5, or whose temperature remains higher than 38, will be asked to leave immediately, and advised to retake a test and consider self-isolation/seeking medical advice.		
Transmission of virus via airborne droplets/aerosols	As far as possible, everyone should wear a mask or face covering at any time when they are likely to encounter others in close proximity (except those they live with or are in a bubble with).	All building users will be asked to wear masks at all times except: Anyone who is exempt from mask-wearing, for any reason; Musicians need not wear masks when rehearsing or recording (though they should replace their masks as soon as they move away from their designated space); Children under 8.	All	All Team Members to monitor/remind.
Transmission of virus via physical proximity	Maintain 'social distancing' of at least 2 metres (1 metre for brief periods when unavoidable). Reduce social contact to a minimum. Avoid touching others, and especially hugging.	All building users have been notified of these requirements. Behaviour will be monitored and regular reminders given.	All	AK and all Team Members to monitor and remind.
Transmission of virus via physical proximity	As above.	Designated seating, thoughtfully arranged with these requirements in mind, will be organised for each rehearsal/recording/workshop session. Musicians/workshop participants should sit or stand only in their designated space, and avoid moving around once they are in place. People not involved in the rehearsal/recording should sit well away	All musicians	VW and all Team Members

		from the performers, observing the 'tick/cross' signage on the pews (unless they live together or are in a bubble). Recording staff may move around freely, but should only do so required by the demands of the task.		
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