



ACFL CHURCH: Covid:19 Risk Assessment for Opening Church Hall to the Public

Template

Church:	Assessor's name:	Date completed:	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church office for purposes of 1-2-1 service	Ensure there's enough air circulation			
	Hand sanitiser available from office entrance			
	Spare mask available			
	Social distancing is respected between the minister with the visitor.			
	Ensure all furniture are sanitised before any meeting/ or office usage			
	Spare gloves available			
	Tissue and clean bin to be available (bin with a close lid)			
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	All cleaning team to be provided with disposable gloves and facial mask			
	All church hall doors to be left open for a minimum of 15 minutes before starting cleaning			
	Every chair, tables, including shelves, doors and mirrors to be sanitised before the service begins.			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	All staff on duty (ushers and intercessors) to have mask and gloves on while assisting members and visitors.			
	All used instruments to be sanitised before and after the service			
	Limited access to the church office, access only to authorised staff			
	Provide a clean bin with a lid inside the church hall			
	Visible signage for “entrance” and “Exit” doors			
	Spare facial mask available			
	Extra bottle of sanitiser available for usage upon entry of the church hall			
	1 metre plus space between chairs, side to side and front to back			
Opening and closing procedure	Ensure all set ups are completed prior to members and visitors arrival. Complete and file hazard risk assessment.			
	Provide sufficient space for members and visitors to enter the church hall without obstructing others from exiting the hall			
	No obstructions from the Exit doors, allowing smooth evacuation			