

COVID 19 RISK ASSESSMENT v2 April2021

Name & Address of Church	HLMC	Assessment under taken by Sue Barnes
Area of Building Assessed	Whole building	Date of Initial Assessment 22/7/2020: Reviewed 16/04/2021 Date to be Reviewed

	<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2= Frequently 3= Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i> <i>(see separate Action Plan for details)</i>
1.	<b>Risk of Legionaires Disease due to building closed up</b>	Anyone using water/toilets/sinks/dish washer from the building	1	3	3	Legionella sample testing undertaken August 2020  All toilets and taps run weekly during lockdown and beyond	

2a	<p><b>Social distancing and infection control by rooms used</b></p> <p><b>Generic guidance</b></p>	All users All areas				<p>Masks to be worn at all times unless exempt</p> <p>Floor markings for social distancing requirements and flow of movement</p> <p>Posters re:</p> <ul style="list-style-type: none"> <li>a) Use of hand sanitiser</li> <li>b) Use of face masks</li> <li>c) Social distancing</li> </ul> <p>Regular cleaning of rooms used (separate policy)</p>	
2b	LIFT, Unable to socially distance due to size increasing risk of transmission of COVID 19	Users	3	3	9	<p>Do not use lift unless no other option (note most upstairs rooms not currently in use thus very limited usage required.</p> <p>One person/social bubble at a time</p> <p>Use hand sanitiser before and after using lift buttons</p>	
2c	FRONT ENTRANCE, Difficult to socially distance due to size increasing risk of transmission of COVID 19	All users	2	3	6	<p>Entrance only, depart through alternative door except for disabled access.</p> <p>Alternatively, if no other group in the building this can be used as an exit using social distancing measures</p> <p>Prop door open when in use</p> <p>Visitors to que and not cluster in the church carpark</p>	

2d	FOYER, Main thoroughfare through building, risk of exceeding capacity and increasing risk of COVID 19 transmission	All users	3	3	9	<p>One way flow (roundabout style, keep left) of users to reduce numbers in the foyer at any one time.</p> <p>No gathering in the foyer</p> <p>Minimum furniture to increase capacity</p> <p>Use alternative doors for entry/exits from other rooms eg HL door, youth room door, church doors, back hall door into garden</p> <p>Hand sanitiser to be used on entering</p>	
2e	<p>WORSHIP AREA, Users potentially in an inside area for a period of time which increases risk of COVID 19 transmission <i>(note this room has potentially numerous users groups, thus specific risk assessment for each group will be included below)</i></p>		3	3	9	<p>One way flow of users</p> <p>Seating reduced to maximum allowed for capacity, and separated by 2m (or bubble groups of seats) <i>see separate capacity document for details</i></p> <p>Use alternative doors for entry/exits from other rooms eg HL door, youth room door, church doors, back hall door into garden</p> <p>Ceiling fan to aid ventilation</p> <p>Area has been cleared of unnecessary furniture, books etc to aid cleaning, and reduce surfaces for virus to accumulate</p>	

2f	BACK HALL used for groups of people		3	3	9	As per Worship area above (although no ceiling fan in this room)	
2g	TOILETS, unable to maintain social distancing due to narrow layout in communal toilets increasing risk of COVID 19 transmission		3	3	9	<p>Use one toilet only initially. Designate disabled toilet</p> <p>One in-one out</p> <p>Regular cleaning</p> <p>Hand sanitiser on entry/exit</p> <p>disposable hand towels and hand dryer available</p> <p>Liquid hand soap (not solid bar)</p> <p>There is a corner mirror for the corridor outside the toilets to improve visibility for those waiting</p> <p>Signage for socially distanced queuing system</p> <p>Leave door open between users to aid ventilation</p>	
2h	CHURCH OFFICE unable to social distance due to small size thus increasing risk of COVID 19 transmission		3	3	9	<p>One in-one out</p> <p>Excess furniture removed and de cluttered to aid cleaning</p> <p>Restrict usage to essential users only eg photocopying, use of phone</p> <p>To be kept locked</p>	

2i	HARROWBY LANE ENTRANCE unable to social distance due to size thus increasing risk of COVID 19 transmission		2	3	6	Use as exit only and prop door open when in use  Hand sanitiser	
2j	YOUTH ROOM limited social distancing due to size, increased risk of COVID transmission		2	3	6	Currently designated as isolation room if someone becomes ill whilst in the building.  Initially not to be used other than as the designated isolation room  Hand sanitiser  Ventilation improved with windows opened	
2k	KITCHEN Currently not in general use, but telephone situated in kitchen may need to be accessed					Not to be used on initial opening, except access to telephone if required  Wipes to clean the telephone available, with signage  Before kitchen is open for full use a risk assessment will be required	

3	<b>When building is fully open, risk of overcrowding increasing risk of COVID transmission</b>		3	3	9	<p>Ensure number of people entering the building is within safe limit for the building as a whole to allow social distancing (<i>see separate capacity document</i>)</p> <p>Arrange different arrival and departure times where possible</p> <p>Use separate entry and departure routes/doors where possible</p>	
4	<b>Risk of COVID transmission from cash put into the offertory box</b>					<p>Cash to remain in offertory box for 48hrs before counting. Alternatively, use gloves when handling the cash</p>	
5	<b>Risks associated with COVID transmission from technical desk as difficult to socially distance</b>		2	3	6	<p>Users to sanitise hands before and after session</p> <p>Use recommended cleaning products on equipment (I.I. to advise)</p> <p>Use covers on equipment if possible when not in use</p> <p>Remove all unnecessary equipment</p> <p>Use of screens between users if possible, due to limited space, users facing same direction</p>	
6	<b>Risk of infected person infecting others</b>		3	3	9	<p>Attendees are advised not to attend if they have any symptoms of COVID 19, are unwell, have been advised to self-isolate by track and trace, or anyone in their bubble is self-isolating</p>	

						<p>Contact details obtained of all users of the building for track and trace requirements, having obtained consent</p> <p>Records kept for 21days as currently required, then shred (data protection)</p> <p>Respond to NHS if required re contact tracing.</p>	
7	<p><b>Risk of infection to from non-regular users</b>  <b>Eg delivery drivers, contract suppliers and maintenance</b></p>		2	3	6	<p>Where possible, encourage a pre booked appt</p> <p>Sanitiser available</p> <p>Use one way systems in place and social distancing</p> <p>Try to arrange maintenance when other activities are not ongoing initially</p> <p>Ensure track and trace details are obtained</p>	
8	<p><b>Risk of someone falling unwell whilst in the building</b></p>		1	3	3	<p>Isolate the person from the room into the designated room (YOUTH ROOM) if they are unable to leave the building immediately</p> <p>Advise person to arrange COVID testing if symptoms suspicious, or concerned</p> <p>If necessary, help arrange transport</p>	

						<p>Clean room as per guidelines (noting if symptoms require COVID cleaning or not)</p> <p>Record entry in incident book, abiding by data protection, of where the person has been in the building</p> <p>Contact and distantly support the person if isolation is required</p>	
9	<b><i>Risk of acquired infection during cleaning</i></b>		2	3	6	<p>PPE (gloves/aprons) provided</p> <p>Correct procedure for putting on and removing PPE is explained to those involved</p> <p>Correct collection and removal of refuse and recycling</p> <p>Those at increased risk of infection are advised not to be involved with cleaning duties</p> <p>COVID cleaning resources are available in case of a positive COVID case identified within the building</p>	
10	<b><i>Risk of not acting in line with new guidance, thus increasing risk of infection</i></b>		3	3	9k	<p>Responsible person (Currently Sue Barnes) monitor government and any local guidelines, and act on them, advising relevant parties of any changes required</p> <p>Leadership Team advised of any change required/implemented</p>	

11	<b>Potential increase in security of the building due to open doors</b>					<p>Whilst doors are left open during worship, a host will remain in the foyer to monitor who enters the building, and guides them to the correct area.</p> <p>A host will also be present in the Worship area if doors open and left unattended</p>	
12	<b>Increased risk of transmission in the car park</b>					<p>Signage around the car park reminding visitors to keep socially distanced at all times</p> <p>Que markings at 2m intervals for those entering the building</p>	