

## Risk Assessment for extending the number of people working party from Church House

### Version Control

Issue Date	Version Number	Issued by
27 July	1	George Colville/ Nigel Strange

Offices have been legally permitted to open for essential purposes throughout the crisis and a core skeleton staff has continued to work from Church House when the work could only be carried out from Church House and the work being done was considered to be essential to the continued operation of the Diocese. For example core financial functions, payroll, collection of Direct debits, post handling etc.

The government has now issued guidance [Offices and contact centres - Working safely during coronavirus \(COVID-19\)](#) . A key objective in that document is that all employers carry out a COVID-19 risk assessment. We have used below the headings used by the Health and Safety Executive in their document [Working safely during the coronavirus \(COVID-19\) outbreak](#) and reviewed closely and incorporated matters referred to in the specific guidance.

Future versions of this document will be produced when there is any substantive change to the guidance, or the proposed extent of working from the office is proposed to change.

### Who is currently working from Church House

Those involved in business critical key worker functions have been occasionally working from Church House when necessary to do so and the work can't be done from home throughout and a brief explanation of the reasons, and an idea of the current amount of access are detailed below:-

Nigel Strange – Head of Finance – needed to maintain core financial functions including Staff Payroll, Clergy payroll, Collection of Direct debits, invoice processing, regulatory matters, enabling IT to work from home, basic office functions (eg post) [ approx. 2/3 days per week and rising as more activity restarts and the period is longer than expected, remainder from home ]

Sharon Taylor Booth – Assistant Accountant – as above [ approx. 2/3 days per week and rising as more activity restarts and the period is longer than expected, remainder from home ]

Simon Geddes – Schools – Finance and core administrative functions for the Diocesan Board of Education [ approx. 2 days per week, remainder from home ]

Lisa Moncur – Diocesan Registrar – Legal matters requiring access to files or other facilities only available from Church House [Very rare, otherwise home]

Pauline Butterfield – Safeguarding Officer – Regulatory matters requiring access to files or other facilities only available from Church House [Very rare, otherwise home]

James Butterworth – Director of Communications - Facilities only available from Church House, digital comms, support to parishes and homeworkers [Rare but perhaps increasing to support digital, otherwise home]

We will continue with people being able to make very brief visits as agreed with Diocesan Secretary/Head of Finance or their nominated representative to collect equipment/files etc. necessary to continue to work from home.

### **What is now proposed?**

It is proposed to increase the number of people working partly from Church House. Up to 9 people will be permitted to work from the office each day. Initially the following people will be added to the above list.

George Colville – Diocesan Secretary – Cover for finance functions – Budgeting – Preparations for wider return to Church House [occasional visits, increasing as a wider return and restart of activity becomes likely]

Chris Penn – Director of Education – Similar to above but for DBE

Gill Ellis – Cover for finance - With increased activity need to assist, original lockdown was expected to be much shorter the longer lockdown has led to a significant back log which needs to be cleared. [ approx. 2/3 days per week and rising as more activity restarts, remainder from home ]

Joanne Williams – Legal clergy – To assist in preparing necessary legal paperwork for ordinations, marriage licences etc. [Occasional access as required, otherwise working from home]

### **Future**

This document will cover additional names being added to the list subject to the current provisions about up to 9 people a day accessing the office (see below).

This document has been written to assist being amended as the process of bringing more members of staff back to the office takes place over the coming months.

<b>Property: Church House. 5500 Daresbury Park, Daresbury, Warrington. WA4 4GE</b>	<b>Assessor's name: George Colville (assisted by Nigel Strange)</b>	<b>Date completed: 27 July 2020</b>	<b>Review date: Sept 2020</b>
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<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Working from home</b>	In order to limit risk, most staff will continue to work from home in accordance with Government guidance.	Small numbers likely to be in the office at the same time. At present a limit of 9 on any one day. Likely to be less.	Diocesan Secretary and Head of Finance	Ongoing
	As per government guidance only a limited number of staff will access the building and only when there is a need for the work to be done from Church House.		Diocesan Secretary and Head of Finance	Ongoing
	It is acknowledged given the nature of the work that most (if not all) staff cannot work as well entirely from home or complete all their duties. Government guidance has now been updated to reflect a change from 1 August, to allow for greater working from the office following staff consultation. This will be reflected in the September review of the risk assessment.		Staff	Ongoing
	A record should be kept of who has accessed the building and when. We will not use the current sign in sheets for hygiene reasons. If a necessary meeting	We will create an electronic register that can be accessed by staff online for this	Diocesan Secretary and	Ongoing

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	is taking place the relevant member of staff must record names and contact details for all accessing.	purpose. The intention to attend should be recorded before accessing the office and then updated with arrival and departure times.	Head of Finance	
	Staff accessing the building should inform each other when arriving or leaving so that all are aware of who else in the building.		Staff	Ongoing
	Equipment to be provided to enable staff to work remotely where possible to enable some work to be done.	Such equipment has been provided	Head of Finance	Equipment Completed March/ April 2020.
	Arrangements made to keep in regular contact and monitor wellbeing.	MS Teams, prayers, staff social meets, line managers contacting regularly Wellbeing group established. Health assured helpline available.	Line managers/ DDHR	Ongoing, Line managers and DDHR
	Office will only be open for meetings or be accessed by non-staff members when a need is established to do so. A staff member authorised by this risk assessment should always be in attendance when a non-staff member is present in the building to ensure compliance with the risk assessment. The contracted cleaner will access daily.	If a meeting takes place in Church House numbers should be kept to the absolute minimum needed and must not in any event exceed 9 people in the building in total. This may mean that larger meetings should be arranged for days when other staff are not in the office. A maximum of 4	Staff	Ongoing

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		people should meet in the Congo meeting room.		
	Equipment to be in place to meet remotely	All staff have access to Microsoft Teams, and partial access to Zoom.	Staff	Ongoing
<b>Make your workplace COVID-secure</b> <b>a) Entrances and exits</b>	Given current small numbers accessing no need to stagger arrival and departure times so that people do not use entry and exit points at the same time. All staff to inform Head of Finance and/or Diocesan Secretary if accessing office.	Glazed main entrance. Allowing easy lines of sight through main door.	Staff	Ongoing
	Handwashing facilities so people can wash their hands when they get into and leave work. Toilets immediately adjacent to main entrance/exit. Hand Sanitiser also in main foyer.		Staff	Ongoing
	Adequate car parking is in place for the numbers envisaged.	42 Car Parking spaces. Also bike rack.	Staff	Ongoing
	Adequate storage for bags, coats already in place for numbers envisaged. Wardrobes not to be used by more than person.	Staff can use area around desk as appropriate.	Staff	Ongoing
<b>b) Social distancing</b>	All staff to keep work areas 2 metres apart whenever possible and allocate one person only to each work area.	Large office of over 8000 sq ft useable space. Small numbers likely to be in the office at the same time. Clean lines of site in all main areas of the office. Glazed panels in most doors.	Staff working on site.	Ongoing
	Provide signage to remind people to keep a 2m whenever possible distance		GC/NS	21-7-2020, GC/NS

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	<p>2m is expected to be achievable at this stage but if it is not possible then we will observe 1m+ guidance and put in place appropriate risk mitigation from the following list and agreed with the Diocesan Secretary, Head of Finance, Director of HR. This should be done in advance. We will expect a combination of the following to be put in place, before agreeing to this.</p> <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> </ul>		Staff to get prior authorisation as noted.	Ongoing
	<p>Subject to the above, given small numbers and the large amount of space the following are considered as unlikely to be necessary but will be kept under review, especially as more people return to working from the office</p> <ul style="list-style-type: none"> <li>- use of floor tape or paint to mark work areas</li> <li>- use of screens to create a physical barrier between people</li> <li>- have people working side-by-side rather than face-to-face</li> <li>- limit movement of people</li> <li>- rotating between jobs and equipment</li> </ul>		Head of Finance	Ongoing

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	The lift should only be used by one person at a time and only when necessary. For example, as a result of disability or moving a heavy object. Where possible, inform other staff in the building if you are intending to use the lift. Staff to not stand near entrance to the lift if not intending to use.		Staff Notice NS	Ongoing Notice NS 21-7
	Corridors/stairs – particular care to be taken by staff to avoid meeting in corridors or stairs. Only one person to use stairs at any time.	Clear view to ensure this happens	Staff	Ongoing
	Particular care whilst moving through doors if unclear where other staff in building are. Glazed panels to be used.		Staff	Ongoing
	Staff should move to other areas of the office if social distancing might be breached.		Staff	Ongoing
	Staff should only access areas of the office required for the tasks they are undertaking and as far as possible only work from their workstation.	There will be no hot desking. Desks that can be used will be labelled.	Staff	Ongoing
	Toilets – staff to allocate between themselves use of toilets each day to avoid breach of social distancing. Label doors as appropriate to avoid confusion. Doors to the toilets other than cubicle doors will be propped open to improve ventilation and minimise touching of door surfaces. Toilets will be used on a unisex basis (If necessary). Urinals will not be used. Only one person in each toilet area at a time.	5 toilet areas. 9 toilet cubicles.	Staff	Ongoing
	Shower to be used by only 1 person each day	<i>Allocated first to those with accessibility needs, 2<sup>nd</sup> to</i>	Staff	Ongoing

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		<i>cyclist. Toilet to be allocated to that person.</i>		
<b>c) Breaks and canteens</b>	<p>Cooking facilities, fridges, water coolers, kettles, coffee machines, tea towels not to be used at present.</p> <p>Kitchens only to be used for tap water.</p> <p>Washing up should not be done in the office. Flasks, cups to be taken home and washed at home.</p> <p>Minimise waste. If practical take food waste home.</p> <p>Staff room not to be used currently</p>	Notice closing staff room	Staff  NS/GC	Ongoing  NS/GC 21/7
<b>d) Face covering and masks, and other PPE</b>	<p>No requirement for use of face masks. Staff and authorised contractors who want to wear a face covering may do so, but if used by staff and authorised contractors they should ensure they are aware of <a href="#">the relevant guidance</a>. This to be kept under close review given recent changes to government guidance concerning face masks.</p> <p>We will follow the guidance in respect of other forms of PPE <i>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</i></p>	We will be relying on good social distancing. Face coverings are not a replacement for the other ways of managing risk. We will monitor government guidance in this area.	Staff	Ongoing

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	<i>Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.</i>			
<b>Protect vulnerable workers</b>	Shielded workers are at increased risk of severe illness from coronavirus. They should not return to the office at this time. Staff will be asked to confirm that they are not shielding or living with someone in the shielded group before returning to the office.		Director of HR	As people return
	During the outbreak, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus. It is not anticipated at present that this will be issue but again staff will be asked to confirm.		Director of HR	As people return
	Returning staff will be consulted as to anything further that should be taken into consideration in asking them to return to work (reasonable adjustments, protected characteristics, caring responsibilities etc.)		Director of HR	As people return
<b>Cleaning, hygiene and hand sanitiser</b> <b>a) Handwashing</b>	Staff should regularly Handwash in accordance with the guidelines using the toilet facilities in the office. Paper towels should be used and not the hand dryers (which will be switched off).	Main entrance accessed via key locks, catch and keypad. Care should be taken after using these.	Staff	Ongoing
	Deliveries should be kept to a minimum. They should then be either unpacked (taking care not to touch the contents until after washing hands), properly cleaned, or quarantined for 72 hours. Care should be taken to wash hands after handling deliveries.		Staff	Ongoing

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	Hand sanitisers to be available in key locations throughout the building (staff to be aware of their locations). Will also be placed in locations where touching of surfaces is likely.	Those returning to be told locations.	Diocesan Secretary / Head of Finance or person nominated by them in their absence.	Ongoing
	Use of recommended signage on hygiene		GC/NS	In place 21/7/20 GC/NS Ongoing
	Toilets, showers will be cleaned daily. Only to be used by one person during the day (see above). In the unlikely event that a meeting takes place that makes this not possible then additional cleaning to be implemented as appropriate.		Cleaner	In place
<b>b) Clean equipment frequently</b>	Work areas will be cleaned daily. Ensure you only use your own work area and ensure nothing is left on your desk to aid cleaning.	Desks to be cleared fully to assist cleaning	Cleaner	Ongoing
	Minimise use of shared equipment such as photo copiers, printers, franking machines If required to be used wipe items of before and after using appropriate cleaning product.		Staff	Ongoing
	Take care with shared files/ paperwork		Staff	Ongoing
	Frequently clean and disinfect objects and surfaces that are touched regularly such as Main entrance catch and keypad, door handles.	With current numbers we will ensure cleaned 3 times a day, morning, midday and	Staff	Ongoing

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		afternoon (1 of which is the cleaner)		
<b>Closed areas</b>	Chapel, Staff Room, Melanesia & Rowan meeting rooms, resources area to be closed for time being.	Appropriate notices. Congo meeting room will remain open for socially distanced small meetings of up to 4 people.  Staff who need to access resources should seek permission from one of Dio Sec, Head of Finance, Director of HR	Staff  Notices NS	Ongoing  Notices NS 27-7-20
<b>Other matters</b>	Air conditioning. Government guidance suggests that this is unlikely to be a problem, however our maintenance company has suggested a cautionary approach is taken and that we switch off for the time being as the air conditioning is of a recirculate type. We will therefore switch off and keep under review.		NS/GC	NS/GC 21/7
	Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.	Staff to open windows.	Staff	Ongoing
	We will prop open internal doors (where they are not fire doors), to aid ventilation and minimise contact with surfaces.		NS	Ongoing
	Staff who feel unwell will be advised to stay at home under existing government guidance to stop infection spreading. This includes individuals who		Staff	Ongoing

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	<p>have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service. If a member of staff becomes unwell whilst at the office, they should leave immediately and follow government guidance on testing.</p>			
	<p>As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.</p> <p><a href="#">Find your local PHE health protection team.</a></p> <p>If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.</p>		<p>Diocesan Secretary/ Head of Finance / Director of HR to act as SPOC depending on availability. To be clear which is nominated at all times.</p> <p>Director of HR</p>	<p>Ongoing</p> <p>Completed</p>
	<p>Staff should avoid raising their voices. Activities that may lead to this such as the playing of loud music</p>		<p>Staff</p>	<p>Ongoing</p>

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	should therefore be avoided. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. Similarly singing should be avoided.			
	For now the IT equipment. TV, projector, speakers in the Conference rooms should not be used.	To avoid contact with surfaces and therefore minimise the need for cleaning.	Staff	Ongoing
	The lone working policy should be followed if someone is in the office on their own.		Staff	Ongoing
	Risk assessment on Website		GC/JB	GC/JB 27-7-20
	Covid Secure poster signed and displayed		GC	GC 27-7-20