

St Bartholomews & St Chads (Thurstston & Irby)

RA No. RA05	Date: June 2020	Description or Address/location/premises: During the COVID 19 Pandemic for the use of church premises for private prayer primarily at St Chads	Review date:	July 2020
Manager/supervisor:			Persons at risk:	
Assessor/s:	Malcolm Studholme CMIOSH		CS - Church Staff, V - Visitors UG - User groups, GP - General public C - Children, Con - Contractors/cleaners	

Hazards	Who might be harmed and how?	Existing controls (Suggested)	L	C	R	Further action necessary	L	C	R	Action by whom	Action by when	Done
Preparation of church for private prayer	CS - PCC members and church representatives could be exposed to infected person/s or surfaces	Church representatives trained in procedures and wearing disposable gloves All defined contact areas to be sanitised (chairs, tables altar rail etc.) Single point of entry and separate exit signs in place. One-way system with separate exit - signed Use of toilet (disabled one only) in emergency – signed Hand sanitiser, disposable gloves, face masks placed at entry point All accessible areas to be cleared of loose materials, books, pens etc. Sanitiser and disposal bins placed at exit Non-use areas to be screened off Chairs to be positioned Two metres apart in agreed plan Record contacts of those entering building for tracking purposes	3	3	9	Second person with confirmation list (to be drawn up) that all measures have been carried out	3	3	9			

Hazards	Who might be harmed and how?	Existing controls (Suggested)	L	C	R	Further action necessary	L	C	R	Action by whom	Action by when	Done
Opening of church for private prayer	CS, V, GP, C, - (PCC members and church representatives All attendees could be exposed to infected person/s or surfaces)	Church representatives trained in procedures in attendance during times of opening Signs "open for prayer please follow instructions and guidance by representatives" One-way system with separate exit – signage in place Use of one toilet (disabled one only) in emergency – signs in place Hand sanitiser, disposable gloves, face masks available at entry point Sanitiser and disposal bins (with bag liner) available at exit	3	4	12	Checklist to be compiled Register of entry to be drawn up Signs to be formatted and put in place Training of those in attendance Sanitiser, gloves, facemasks, bins to be purchased or acquired	3	3	9			
Access to church for essential maintenance or repair by contractors or other tradespersons	Con, CS, (PCC members, church representatives or contractors could be exposed to infected person/s or surfaces)	Risk assessments/method statements to be submitted prior to attendance on site. Contractor has appropriate liability insurance in place List of current restrictions and procedures to be discussed and agreed with contractor and all persons under their control Contractor to sign in and all those under their control All waste to be removed from site by contractor and bagged appropriately following good hygiene practice	3	4	12	Sign in/out sheet to be drawn up Nominated person of contact for contractor to be appointed	3	3	9			
Sanitising/cleaning of church, fittings and chattels between openings and after use	CS, Con – (PCC members and church representatives could be exposed to infected surfaces or person/s)	Log of access of those in premises Hand sanitiser, disposable gloves, face masks available at entry point Sanitiser and disposal bins (with liner) available at exit Completed check list in place	3	3	9	Deep clean carried out weekly if in regular use(Less than 72 hours) All cleaning waste to be bagged and labelled	3	3	9			

Hazards	Who might be harmed and how?	Existing controls (Suggested)	L	C	R	Further action necessary	L	C	R	Action by whom	Action by when	Done
Sanitising/ cleaning of church, fitments and chattels after confirmed exposure to someone with Coronavirus symptoms	CS, Con – (PCC members and church representatives could be exposed to infected surfaces or person/s)	Close church for 72 hours, then normal sanitising/cleaning procedures as above Log of access of those in premises Hand sanitiser, disposable gloves, face masks available at entry point Sanitiser and disposal bins (with liner) available at exit Completed check list in place	3	3	9		3	3	9			
Fire	CS, V, GP, C, Con - If trapped in the building office staff and those in premises could suffer from smoke inhalation/ burns.	Fire evacuation procedures displayed at each fire alarm point. Fire drills twice yearly. Exits and fire exits clearly marked. Access to exits and extinguishers to be kept clear at all times. Fire alarms maintained and tested by manufacturer. Wastes bins emptied daily.	2	5	10	Fire extinguishers inspection out to contract. The office manager to make regular inspections to ensure that fire rules are followed, and housekeeping standards are maintained. Training in use of extinguishers	1	5	5			

Review date: 20-07-2020

Risk assessment carried out by: M Studholme

Key: Multiply Likelihood by Consequence to obtain risk rating

Likelihood

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Certain

Consequence

1. Insignificant
2. Minor (no lost Time)
3. Injury (Over 3/7 day)
4. Major
5. Fatal

Risk Rating

- 1 - 4 = Grey, acceptable risk, regular review.
 5 - 12 = White, manageable risk, action required.
 15 - 25 = Black serious risk, immediate action required.

		Consequence				
		1	2	3	4	5
Likelihood	5					
	4					
	3					
	2					
	1					