

St Bartholomews & St Chads (Thurstston & Irby)

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| RA No. RA11 (rev- 1) | Date: May 2021 | Description & Address/location/premises: During the COVID 19 Pandemic for the use of St Chads and extension for multi-use * Note to be read in conjunction with General Risk Assessment RA 01 for other hazards and “user group’s” own Covid guidance | Review date: | August 2021 |
| Manager/supervisor: | Malcolm Studholme CMIOSH | | Persons at risk: CS - Church Staff, V - Visitors UG - User groups, GP - General public C - Children, Con - Contractors/cleaners | |
| Assessor/s: | | | | |

| 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 |
|---|--|--|---|---|---|---|---|---|---|----------------|----------------|------|
| | | | | | | | | | | | | |
| Exposure to Covid – 19 virus and similar infections in use of building | CS, V, UG, GP, C, CON <i>All attending could be exposed to infected person/s or surfaces</i> | Church representative/s to brief all hirers and users in Covid procedures Hirers/users to provide outline Covid procedures of their intended use of the facilities for approval prior to occupancy Wearing of disposable gloves and masks and maintaining social distancing during times of activity Information signs in place, e.g. “please follow instructions and guidance” Hand sanitiser, Antibacterial Sanitising Wipes, disposable gloves, face masks placed at entry point (User groups to discuss provision of own sanitiser and wipes) Use of toilet (disabled one only) in emergency – signed All accessible areas to be cleared of loose materials, books, pens etc. Single/personal use of pens, paper or activity materials and equipment Non-use areas to be screened off and signed | 3 | 3 | 9 | Second person with confirmation list (to be drawn up) that all measures have been carried out Information signs to be fabricated or purchased Notices placed in toilet to sanitise all surfaces touched Signs to be formatted and put in place | 3 | 3 | 9 | | | |

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|--|--|---|---|---|----|--|---|---|---|----------------|----------------|------|
| Exposure to Covid – 19 virus and similar infections in use of building (cont) | CS, V, UG, GP, C, CON <i>All attending could be exposed to infected person/s or surfaces</i> | All defined contact areas and equipment to be sanitised (chairs, tables and equipment etc.) prior to activity Record contacts of those entering building for tracking purposes Maximum number of people to be defined in line with current government advice Preferably a One-way system with single entry point and separate exit with appropriate signage Chairs to be positioned Two metres apart in agreed plan if appropriate Alternatively, if a single point of entry is chosen a system with enough people to control persons entering and exiting be adopted thus managing social distancing with appropriate signage. (Details of options available to be discussed with prior to hire or use) Sanitiser and disposal bins (with bag liner) available at exit Follow C of E Guidance “Opening of church buildings.....etc. All waste generated by the user to be collected and bagged and removed from premises for agreed disposal following good hygiene practice The opening of windows where possible is advised to reduce the likelihood of spread | 3 | 4 | 12 | Register of entry to be drawn up by hirer or user group. Training of those “in charge” in attendance Sanitiser, Anti-bac wipes, gloves, facemasks, disposal bins to be in place and adequate stocks maintained | 3 | 3 | 9 | | | |

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|--|--|---|---|---|----|--|---|---|---|----------------|----------------|------|
| Exposure to Covid – 19 virus and similar infections for essential maintenance or repair by contractors or other tradespersons | Con, CS, <i>(PCC members, church representatives or contractors could be exposed to infected person/s or surfaces)</i> | Risk assessments/method statements to be submitted prior to attendance on site. Adherence to Construction (Design and Management) Regulations 2015 principles 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 before work commences Contractor and all those under their control to sign in Contractor to have lone working procedures in place if applicable 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 with contact details Nominated person of contact for contractor to be appointed | 3 | 3 | 9 | | | |
| Exposure to Covid – 19 virus and similar infections in cleaning of church and extension | CS, Con – <i>(PCC members and church representatives and cleaners could be exposed to infected surfaces or person/s)</i> | Log of access of those in premises Controls as above regarding sanitiser, gloves etc. to be adopted Cleaning procedures and method agreed with cleaners Cleaners check list of items/areas to be cleaned All waste to be collected/ bagged and removed from premises for agreed disposal | 3 | 3 | 9 | <i>Deep clean carried out weekly if in regular use (Less than 72 hours) All cleaning waste to be bagged and labelled Toilets to be sanitised after use Log sheet of cleaning to be signed after each clean</i> | 3 | 3 | 9 | | | |

| Hazards | Who might be harmed and how? | Existing controls | L | C | R | Further action necessary | L | C | R | Action by whom | Action by when | Done |
|-------------------|---|--|---|---|----|--|---|---|---|----------------|----------------|------|
| Electrical | CS, V, UG, GP, C, CON Staff and users could incur electrical shocks or burns if they use faulty electrical equipment. | Sufficient sockets provided. Users/Staff advised to report defective plugs or cables. RCD protected circuits | 2 | 4 | 8 | Visual inspection of electrical equipment to be carried out by Office manager. 2 yearly inspection and testing of portable appliances by contract electrician. | 1 | 4 | 4 | | | |
| Fire | CS, V, UG, GP, C, CON If trapped in the premise occupants could suffer from smoke inhalation or burns. | Fire evacuation to be discussed with user group in how evacuation might be carried out with their group. 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. Two exits from office | 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 on use of extinguishers | 1 | 5 | 5 | | | |
| Smoking | Passive smoking can damage the health of all staff and visitors. | 'No Smoking' policy adopted in the building. Smokers to go outside for a cigarette | | | | Information on smoking posted on notice board | | | | | | |
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Review date: 04-08-2021

Risk assessment carried out by: M Studholme

Approved by:

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 | | | | | |