

## Covid-19 Risk Assessment

Version 4 Produced by Property Support Team	Updated 26 June 2020	Updated link to Safely Using Places of Worship Removing Signing in Register Cleaning section has been moved to separate document to include updates Moved Risk Assessment template to the end Action Plan moved to separate document Added new links for signage Updated Information Section to include Test and Trace Add more links for Further Information
Version 5	Updated 30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster
Version 6	Updated 6 July 2020	Added link to TMCP guidance on Test and Trace Added link for revised Covid-19 Compliance sign

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

## **Social Distancing**

### **Questions to Consider**

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.\*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.\*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.\*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.\*
4. Using screens to create a physical barrier between people.\*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

## **Cleaning**

Please refer to the [Cleaning Churches during Covid-19 guidance](#) for further information on cleaning regimes.

## **Good Hygiene**

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. Replace hand dryers with paper towels and bins. Bins should have liners and should be emptied frequently to safely dispose of waste.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
7. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
  - a. [NHS Hand-Washing Technique](#)
  - b. [Hand-Washing Technique \(child version\)](#)
  - c. [DoH Wash Your Hands](#)
  - d. [Follow Catch it, Bin it, Kill it](#)
  - e. [Cover Coughs and Sneezes \(child version\)](#)
  - f. [Compliance with Covid-19 Guidance \(revised\)](#)

## **Personal Protective Equipment**

Face Masks and Gloves

- Face coverings and gloves are not a replacement for safe distancing and regular handwashing, which remain the most important actions.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.

## Information and Guidance

### Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to TMCP's [Guidance on Test and Trace](#) for further information and templates.
2. Decide what people need to know so they can use the building safely.
3. Decide the best way to pass on information and guidance to those using the building.
4. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
5. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
6. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

### Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

### Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - [https://www.hse.gov.uk/coronavirus/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=coronavirus&utm\\_content=home-page-banner](https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner)
- General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Coronavirus outbreak FAQ's: what you can and cant do after 4 July -<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>
- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

<b>Name &amp; Address of Church</b>	<b>Barnbygate Methodist Church</b>	<b>Assessment under taken by S Melrose</b>
<b>Area of Building Assessed</b>	<b>Church Hall</b>	<b>Date of Initial Assessment : 15/07/20</b> <b>Date to be Reviewed : 25/07/20</b>

<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>
<p><b>Direct threat from transmission of COVID virus:</b></p> <p><b>Person to person in droplets from nose or mouth spread by coughing, sneezing or exhaling</b></p> <p><b>Virus can survive up to 72 hours on contaminated surfaces. Virus can then be transmitted by touching contaminated surfaces and then touching eyes or mouth</b></p>	<p><b><u>Building Users</u></b></p> <p><b>Bridge Together</b></p> <p>Leaders</p> <p>Clients</p>	This will depend on area and resulting risk	The risk severity will range from 1-3 dependent on the vulnerability and age of individual users	Rating will be calculated by individual task and users involved	<p><b>General</b></p> <p><b>All User Groups(UG) must provide Barnbygate Methodist Church with a Risk Assessment for all activities carried out on the premises prior to use of the building. This must be a “live” document and adapted when changes to numbers, equipment or procedures</b></p> <p>All building users to notify the caretaker in advance of their sessions/building visit to ensure appropriate cleaning and opening can take place Tel 07914 015487</p> <p>Caretaker will be provided with guidance for cleaning of all areas</p> <p>UG leaders (UGL) to remind clients/carers of COVID guidelines eg symptoms, handwashing, social distancing etc</p> <p>UG to provide hand sanitiser for use on entering the building, before using the toilet, during activities and before exiting the building.</p> <p>BBG will provide soap, paper towels and hand washing facilities for use at all times</p>	<p>UG prior to use of building</p> <p>UG prior to use of building</p> <p>Property Steward / H&amp;S Responsible Person</p> <p>UGL on arrival</p> <p>UG to provide for every session</p> <p>BBG/Caretaker</p>

<p><b>Areas</b></p> <p><b>Hall Entrance</b></p>		<p>1 – Low as arrival and departures staggered</p>	<p>2 – Medium</p>	<p>2 = Low</p>	<p>UG to provide cleaning materials for use in the areas they occupy</p> <p>Registers of all building user contacts must be taken by each UG and kept securely for 3 weeks and surrendered to authorities in case of a COVID outbreak</p> <p>Social distancing must be adhered to in all areas, communal areas will require specific management</p> <p>Leave doors open where possible, taking fire safety and security issues into consideration</p> <p>Anyone experiencing COVID symptoms asked to stay away from the building.</p> <p>Avoid contact with face, especially eyes and mouth</p> <p>Consider the use of face masks</p> <p>No of building keyholders to be limited to ensure control of access</p> <p>Social distancing to be observed whilst waiting to access the building</p> <p>Clients to contact UGL to gain access where possible to avoid touching doors or doorbell</p> <p>Client arrival and departure times to be staggered to prevent unnecessary contact</p> <p>Door bell, door handles, pushplates and frames will be cleaned by Caretaker prior to arrival, but should be cleaned by UG during and after the session</p> <p>UGL to open doors to minimise contact</p> <p>UGL to ensure clients do not touch surfaces en route to destination</p>	<p>UG To provide for every session</p> <p>UG – Register provided</p> <p>UGL</p> <p>UGL</p> <p>UGL to convey to all</p> <p>All users</p> <p>All users</p> <p>Property Steward / H&amp;S Responsible Person</p> <p>UGL to convey to all</p> <p>Users</p> <p>UGL</p> <p>Caretaker/UGL</p> <p>UGL</p> <p>UGL</p>
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Hall Corridor		1 – Low providing corridor movement is supervised	2 – Medium	2 = Low	<p>UGL to ensure clients do not linger or chat in corridor and observe social distancing at all times</p> <p>Doors to kept open for ventilation, although fire doors must be kept closed at all times and security taken into consideration</p> <p>Public Health Information posters will be displayed on Corridor noticeboard, to be read and observed.</p> <p>Floor tape to be applied to centre of corridor to avoid unnecessary contact when toilet is accessed</p>	<p>UGL</p> <p>UGL</p> <p>H&amp;S responsible person</p> <p>Caretaker/H&amp;S Responsible Person</p>
Toilets		2 – Medium if more than 2 people exit toilets at same time	2 - Medium	4 = Medium  Can be lowered is toilet use is supervised	<p>Sign to be displayed</p> <p>Hand sanitiser to be used before and after using toilet</p> <p>Middle cubicle to be closed off</p> <p>Hand drier to be switched off to prevent user contact</p> <p>Paper towels to be used for drying hands</p> <p>Lined bins to be provided</p> <p>Social distancing to be observed when entering and exiting toilets</p> <p>Toilets to be cleaned before and after use</p>	<p>H&amp;S responsible person</p> <p>UGL</p> <p>Caretaker</p> <p>Caretaker</p> <p>All users – to be replenished by Caretaker</p> <p>All uses – to be provided by Caretaker</p> <p>Caretaker</p>
Kitchen		1 – Low providing social distancing is observed	2 – Medium	2 = Low	<p>Kitchen will be cleaned by Caretaker before and after use</p> <p>Use of kitchen to be minimised to eliminate risk</p> <p>Social distancing to be observed at all times</p> <p>Tea towels to be removed, paper towels will be provided</p> <p>UG to wipe doors, fridge and kettle handles, work surfaces and ares they have touched, before and after use</p>	<p>Caretaker</p> <p>UG to manage</p> <p>UG to manage</p> <p>Caretaker</p> <p>UG</p>



Hall		1 – Low providing social distancing is observed	2 - Medium	2 = Low	<p>Gloves to be worn by all kitchen users</p> <p>No sharing of food and drink by users who do not share a household.</p> <p>All activities to be supervised to ensure social distancing, but as numbers are low (currently 4-5 clients plus leaders at a time) and the Hall is spacious, this will not present a significant risk</p> <p>Caretaker to be notified of numbers of chairs and tables required prior to session</p> <p>Caretaker will clean door handles, frames, tables, chairs and other surfaces before UG arrival</p> <p>Chairs not in use will be faced towards wall to prevent unnecessary cleaning</p> <p>UG to clean surfaces on tables, chairs and other surfaces before, during and after use</p> <p>Public Health Information posters will be displayed on Hall noticeboard, to be read and observed</p>	<p>UG to manage</p> <p>UG to manage</p> <p>UGL</p> <p>UGL</p> <p>Caretaker</p> <p>Caretaker</p> <p>UG</p> <p>H&amp;S responsible person</p>
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