



# Health & Safety –Risk Assessment (RA)

**By/for:** COVID-19 – Control of Disease Spread & Procedures in place

*For completion by event/group organiser(s)/supervisor(s)*

**Risk Assessment No: RA 0105**

Identify common hazards associated with: **COVID-19** highlighting the risks involved and control measures that must be applied.

**Date:** April 2020

**Assessor(s):** GJM, DM

**Copies:** Church H&S Folder & Electronic

**L = Likelihood S = Severity**

**Using 1 to 5 scale**

**Residual - 1-4 Acceptable 5-9 Adequate 10-16 Tolerable 17-25 Unacceptable**

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Spread of COVID-19 virus	Transfer of virus to other people. Proven to be fatal to those with underlying health conditions.	4	5	<u>Access</u> <ul style="list-style-type: none"><li>Building closed to congregation and members of the public.</li><li>All services, events, meetings and groups (including external) are suspended until further notice.</li><li>Limited access only by those with explicit permission (Ministers, Property Sec, Treasurers, Key Holder in case of emergency)</li></ul> <u>Hand Washing</u> <ul style="list-style-type: none"><li>Hand washing facilities with soap and hot water in place.</li><li>Stringent hand washing taking place – signage present</li><li>Paper towels for drying of hands – hand towels removed</li><li>See hand washing guidance.</li><li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li><li>Gel sanitisers in any area where washing facilities not readily available</li></ul> <u>Cleaning</u> <ul style="list-style-type: none"><li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li></ul>	2	5
		20			10	

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Spread of COVID-19 virus	Transfer of virus to other people. Proven to be fatal to those with underlying health conditions.	4	5	<b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> <ul style="list-style-type: none"> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Social distancing also to be adhered to on car park etc.</li> </ul>	2	5
		20		<b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. These are to be disposed of away from the church site (no bin collections are taking place) and doubled bagged once removed. Gloves such not be reused.  <b>RPE</b> Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.  <b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature, they will ensure they remain at home and advised to follow the stay at home guidance. Public arriving at FoodBank collections must ensure they have not been in contact with anyone with COVID-19 or the associated symptoms for more than 14 days previous. Those known to have been in contact with the above, or displaying symptoms of the above will be refused entry to the site at a safe distance.	10	

Consideration Given Towards (List items given consideration)	Potential Effects (What could happen without any form of control)	Potential Risk (L x S)		Risk Control (List controls to reduce the hazard)	Residual Risk (L x S)	
Site security	Unsafe entry to site making site unsafe or unsecure. Flooding / internal and external damage.	3	4	Site to be checked periodically (at least weekly) by the Property Secretary or by a designated person in their absence. Form (see Appendix 1) to be completed each visit. Maintains cover from Methodist Insurance. Lone working procedures to be followed. If there is a problem, Property Secretary to liaise with Property Team. Ongoing maintenance (ie, essential repairs and grass cutting) to be undertaken as seen appropriate by Property Secretary in line with Government procedures.	2	4
		12			8	
Legionnaires Disease	Unmoved water could contract future health problem.	4	5	Property Secretary to visit site periodically (at least weekly) to undertake checklist to ensure site security and safety. Water taps to all be run at half-flow for at least 5 minutes. Wet heating systems to be powered up for 10 minutes. Boiler to be run for 10 minutes and hot water checked. Periodic flushing of urinal occurs using battery powered solenoid. See Appendix 1 for further control measures.	1	5
		20			5	

## Appendix 1

	DATE													
All internal water taps run at half-flow rate for 5 minutes														
Toilets flushed twice per visit														
Boiler hot water run for 5 minutes														
Boiler central heating system run for 10 minutes														
Wet convactor heaters run for 10 minutes and discharged														
Electrical systems check														
Pipework (water and gas) systems check														
External windows, doors and access points														
External fencing														
Outbuildings secure														
External lighting correctly programmed														
Bins & recycling bags located inside														
CCTV system running correctly														
	INITIAL													

Notes (include name and date)