# Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. 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 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 can be found here.  This assessment[1] is based on guidance from HSE's Working Safely during the Covid-19 Outbreak.

| Name of Church | Assessment undertaken by |
|---|---|
| Holtwood Methodist Church | Rod Frampton |
| Address<br><br>Holtwood, Holt, Wimborne | Areas of the building assessed:<br><br>All areas including :<br><br> Sanctuary, Sunday School Room, Flower Room and Vestry (Zone 1)<br><br>Community Hall, Kitchen, Corridor, Toilets and Showers (Zone 2) |
| Postcode BH21 7DT | |

| Date of Initial Assessment: July 2020 | Assessment Review Date :  Dec 2021 |
|---|---|

## Social Distancing

**Questions to Consider**

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk?  How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible.  Please consult the Conservation Officer about these changes.*

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.*
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building.  Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. 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.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.

| Likelihood | Severity | Risk Rating |
|---|---|---|
| 1 = Low (seldom) | 1 = Low (minor cuts/bruises) | 1-2 = low priority |
| 2= Medium (frequently) | 2 = Medium (serious injury / incapacitated for > 3 days) | 3-4 = medium priority |
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4. Keeping the number of people working less than 2m apart to a minimum.

![The Methodist Church]

| Hazards/Risks<br>*Think about the areas where contact takes place* | Persons Affected<br>*Think of anyone who might have contact* | Likelihood | Severity | Risk Rating | Additional Covid-19 Controls – Reducing Risk<br><br>*Think of what changes could be made in each scenario to reduce the spread of Covid-19*<br>*\*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.* | Action Plan<br>*What needs to be done and by whom?* |
|---|---|---|---|---|---|---|
| **EXTERNALLY:**<br>Car parking & Pedestrian access/egress | Congregation<br><br>Users of building, Hall Letting clients | 2 | 1 | 1 | a) Signage<br><br><br><br>b) External railings, gates & hand holds | a) Covid awareness signs.<br><br>b) Sanitised cleaning before entry and upon departure |
| **ENTRANCES:**<br><br>a) Church sanctuary –<br><br>Main Front doors | Congregation<br><br>Minister & Church Officers | 2 | 1 | 3 | Covid awareness signage<br><br>Door stewards giving directions<br><br>Hand sanitiser station<br><br><br><br>Door steward to maintain Attendance Register, give direction and indicate Covid Awareness Signage and encourage Hand sanitiser use and wearing of masks where practicable | Door steward to maintain sanitised cleaning of doors, push plates, handles etc before & during arrivals and after departures. Steward to wear facemask and encourage Congregation to do so where practicable e.g. When <u>not</u> singing. Maintain Attendance Register and Hand sanitiser station. |

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|---|---|---|---|---|---|---|
| b) North West Hall Entrance | Congregation<br><br>Users of building, e.g. Casual Hirers and Groups | 2 | 1 | 3 | Church Officers will maintain Covid awareness signage: including social distancing where possible, use of facemasks requested, particularly in potentially congested areas e.g. corridor and in Toilets at all times.<br><br>User Groups and Hirers to observe signs and maintain their own Register of attendees. Encourage use of Sanitiser station provided | User Groups and Hirers: Ensure cleanliness of touch surfaces inside & outside of glazed double doors, internal door handles and pushplates, window catches etc. |
| c) East corridor Entrance: incl. Toilets & East entrance | Congregation<br><br>Users of building as above | 1 | 1 | 2 | Observe Covid Awareness Signage & encourage use of Sanitiser station and wearing of Face Masks, particularly in Toilet and potentially congested areas. | Ensure Sanitiser used on Final Exit<br><br>Duty steward or Hirer to maintain cleanliness of touch surfaces as described above |
| d) West Hall fire escape Exit | Congregation<br><br>Users of building as above | 2 | 1 | 3 | Ensure Covid and Fire Exit signage not obstructed | Sanitiser station, encourage frequent use. |

| LOCATIONS: | | | | | | |
|---|---|---|---|---|---|---|
| a) Church Sanctuary & Vestibule | Congregation Preachers Stewards Church officers Musicians | 3 | 2 | 4 | Duty steward to maintain 'sign in' register. Indicate Covid signage incl. hygiene, wearing of masks requested, social distancing awareness etc.  Encourage use of Hand sanitiser station.<br><br>All touch surfaces to be wiped with sanitiser after each use/session incl. chairs, pews, lecterns, door handles, push plates etc, audio equipment & Organ keyboard/piano. | Steward rota. User group awareness. Communication of Covid Policy; Verbally, via notices, e-notices list etc<br><br>Produce sign in register sheets. Signage & marking fixing Set up sanitiser stations |
| a) **Link corridor giving access to Hall, Toilets & Kitchen** | As above PLUS User Goups and Hirers of premises | 2 | 2 | 3 |  Maintain a Sign-In Register. Alternatively use Scan in QR Sign<br><br>Indicate Covid Awareness Signage: encourage use of Face Masks where practicable and in particular in Toilet Areas and potentially congested areas, e.g Kitchen serving hatches, Corridor and Entrance lobbies<br><br>All Touch surfaces to be wiped with sanitiser after use, including Chairs, Tables, Door Handles, Push Plates, Window catches and sills | Communicate awareness with all attendees by Steward(s) or User Group leader, verbally or distributing copies of this Risk Assessment<br><br>Duty door and Hall stewards, Hall User Groups and Hirers, before leaving building |
| b) **HALL** | As above | 2 | 2 | 4 | **All as above: Please Take Note** | |

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|---|---|---|---|---|---|---|
| c) Sunday School including Store Cupboards, Vestry, Flower room, & inner door access | All users, as above | 1 | 1 | 1 | **All as above: Please take note** | |
| d) **Toilets** | **All User Groups and Hirers** | **3** | **2** | **5** | **All as above: PLEASE TAKE PARTICULAR CARE AND NOTE**<br><br>**IN TOILET AREAS, INCLUDING SPECIAL NEEDS AND BABY CHANGE FACILITIES AND SHOWER AREAS.**<br><br>**In addition to above measures, please encourage Personal Hygiene: use of Sanitiser, Hand Washing, wiping down of surfaces after use with paper towels and sanitiser provided etc., avoid use of air hand dryers.** | **All User Groups and Hirers please take particular care in these areas and ensure communication of this policy to all attendees.** |

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces]() and speak to the [Conservation Officer]() before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

**What needs cleaning and sanitising?**

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

**Making cleaning easier and reducing the need to clean**

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

**Who will do the cleaning and when?**

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

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| Hazards/Risks *Think about the areas where contact takes place* | Persons Affected *Think of anyone who comes in contact* | Likelihood | Severity | Risk Rating | Additional  Covid-19 Controls – Reducing Risk *Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19* *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.* | Action Plan *What needs to be done and by whom?* |
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|  |  |  |  |  |  |  |

**Good Hygiene**

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. 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.  Recommendations include:
   a. [Public England's Covid-19 Employer's and Business Guide](#)
   b. [NHS Hand-Washing Technique](#)
   c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

**Personal Protective Equipment**

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- 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.

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**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. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and 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 you will let people who use the building know that you are self-isolating and make sure that you don't go into 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 and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

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**Summary of Action plans**

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## The Methodist Church

| Action – List out what needs to done | Ownership – List out who complete | Date to be Completed by | Date of Completion |
|---|---|---|---|
| 1. Adoption of risk assessment proposals by Circuit Property Liaison Group & Superintendent following preparation & submission | Rod F | | |
| 2. Carry out re-opening checklist ensuring all aspects addressed and submission to Circuit as above. | Rod F & Tim F | | |
| 3. Procurement of sufficient signage and marker decals, tape etc and fixing of same | Rod F & Tim F | | |
| 4. Procurement of and setting up sanitiser stations and consumables | David Marsh; Rod F & Tim F | | |
| 5. Production of information sheets for verbal and physical delivery to congregation and user groups | Rod F | | |
| 6. Legionella testing | Tim F | | |

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| | | | |
|---|---|---|---|
| 7. Steward rotas for: duty steward, NW door steward & car park steward | | | |
| 8. Cleaning rota & enhanced procedures | Rod F, Sue Harris & Anne Sanyal | | |
| 9. Facebook, e-notices to communicate arrangements incl. live streaming notice | Peter Aston<br><br>Ian Kirby on live streaming | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

| 16. | | | |
|---|---|---|---|
| 17. | | | |

After assessing the risk and making the changes, you could put this [sign](sign) that states that you had taken the necessary precautions.

**Further resources:**

HSE guidance on consulting and involving your workers [www.hse.gov.uk/involvement/](www.hse.gov.uk/involvement/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

General Scottish Government guidance [www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/](www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/)

Welsh Government advice for employers [https://gov.wales/business-and-employers-coronavirus](https://gov.wales/business-and-employers-coronavirus)

Guidance for social distancing in educational settings - [www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Historic England's Guide to Cleaning Historic Surfaces - [https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/](https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/)

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](www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

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