

COVID-19 RISK ASSESSMENT FOR HOLY TRINITY PRESTWOOD CHURCH OFFICE

Employer: Holy Trinity Prestwood PCC

Assessment carried out by: Liz Lews

Assessment date: 10th September 2020

Issue date	Version Number	Issued by/update
8 th September 2020	Draft	Liz Lewis based on the Health & safety Executive "What to include in your COVID-19) risk assessment" for employers
10 th September 2020	Version 1	Additional content on the use of kitchen facilities. Inclusion of instructions on what to do in the event of one or more confirmed coronavirus cases

Purpose

The purpose of this risk assessment is to create a Covid secure workplace where office based staff can work safely. The office based staff will be entitled to vary their place of work between the office and working from home as best suits them. This covers the upstairs of the church cottage and the communal spaces of the meeting room and wash room facilities.

If you, or anyone in your household, currently has symptoms of coronavirus then you must not go to the church cottage.

Please refer to government guidance for households with possible coronavirus infection available at www.gov.uk/government/publications/covid-19-stay-at-home-guidance

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Volunteers Visitors	Handbasins in the cottage toilets have water, soap and disposable hand towels	Put up signs to remind people to wash their hands	Liz Liz to check supplies on Mondays and Thursday	14 th September 2020 Ongoing

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
		<p>Use of the kitchen to be limited to worked for making hot drinks and getting potable water.</p>	<p>Laminator and guillotine to be kept in common area and cleaned after use</p> <p>Communal mugs and glasses are not to be used.</p> <p>Surfaces and equipment used to be wiped with antibacterial cleaner after each use.</p> <p>Check supply of cleaning materials and restock as necessary</p> <p>Refreshments are not to be offered to visitors</p>	<p>Users of the laminator/guillotine</p> <p>Workers</p> <p>Workers</p> <p>Liz to check stocks every Monday and Thursday. Replenish as necessary.</p> <p>Workers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Contracting or spreading the virus by not social distancing</p>	<p>Workers</p> <p>Volunteers</p> <p>Visitors</p>	<p>Workers desks have been rearranged to enable 2m social distancing. Secretary and Family Support worker remain at their usual desk. Marketing Manager moves in the former preschool office.</p> <p>Access corridor created for photocopier, visitor chair, multi-user PC ,</p>	<p>2m distance from desks are clearly marked out with hi vis floor tape.</p> <p>Multi use PC moved into the access corridor (the</p>	<p>Liz</p> <p>Liz</p>	<p>3rd September 2020</p> <p>10th September 2020</p>

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
		<p>church warden filing and PCC filing.</p> <p>Two metre distance marked in downstairs meeting room.</p> <p>Only one person in the kitchen at a time.</p>	<p>path in the middle of the office.</p> <p>Coffee table to act as a 'drop' zone for passing materials between people in the office</p> <p>Only one additional visitor to the main office at one time. Visitors are encouraged to pre-book visits to the main office. Alternatively volunteers to attend outside of office hours and follow the arrival and exit protocols.</p> <p>Measure and mark the 2m</p> <p>Sideboard to act as a 'drop' zone for passing materials between people in the meeting room.</p>	<p>All office users</p> <p>All office users</p> <p>Liz</p> <p>Meeting room users</p> <p>Workers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>10th September 2020</p> <p>Ongoing</p> <p>Ongoing</p>
Contracting or spreading the virus by not cleaning equipment, surfaces and workstations	Workers Volunteers Visitors	Frequently touched fixtures and fittings to be cleaned on exit (by the last person exiting if more than one person in the office). These are:	Disposable cleaning cloth to be sprayed with cleaning spray for wiping the identified surfaces.	Workers and volunteers on exiting office	Each time someone leaves

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> • Upper light switches • Door handles • Lock and Key pads • Handrails: • Stair well light switch • Downstairs door handles • Entrance hall light switch • Exterior door lock <p>Dedicated work stations are for designated users only.</p> <p>Keep surfaces clear to enable efficient cleaning.</p>	<p>Check supply of cleaning materials and restock as necessary</p> <p>The desks for the secretary, family support worker and marketing manager's desks are not used by others even when they are not present.</p> <p>Their bins will be emptied by themselves each week.</p> <p>Desks to be cleaned by the user with cleaner and disposable cleaning paper each time it is used</p> <p>Common surfaces, cupboard tops, coffee table are cleaned twice weekly</p>	<p>Liz to check stocks on Mondays and Thursdays</p> <p>All office users</p> <p>Secretary, Family Support worker and Marketing Manager</p> <p>Workers</p> <p>Liz to clean on Mondays and Thursdays</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
		Handbasins to be wiped down after use	Display signs asking them to clean handbasins after use Provide kitchen roll and bathroom cleaner Clean handbasins after use	Liz Liz to check stocks every Monday and Thursday. Replenish as necessary. Everyone	14 th September 2020 Ongoing Ongoing
Poor ventilation leading to risks of coronavirus spreading	Workers Volunteers Visitors	Encourage people to catch it, bin it and kill it. Fresh air is the preferred way of ventilating workplaces so opening windows can help	Posters to be displayed encouraging best practise with coughs and sneezes Open a window if a third person is in the main office	Liz Everyone	14 th September 2020 Ongoing
An office user has coronavirus and could have infected other users	Workers Volunteers Visitors Hirers	Close the cottage for 72 hours	Inform all workers and hirers that the office is closed If we believe there has been a Local Outbreak, (we are informed of more than one confirmed case with symptoms dating within 14 days of each other) we will follow the COVID-19 Early Outbreak Management Action Card	Marketing manager informs hirer Rector or Churchwardens inform staff and volunteers that the office is closed. Rector or church wardens.	In the event of one confirmed coronavirus case As soon as we suspect a local outbreak has occurred.

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks	Who needs to carry out the action?	When is the action needed by?
			<p>procedure and contact Public Health England Phone: 0344 225 3861 (option 1 to 4 depending on area)</p> <p>Additionally report it within the Church of England to</p> <ul style="list-style-type: none"> - The Area Dean (Or acting area dean) - The archdeacon - The area Bishop 	Rector or church wardens.	As soon as we suspect a local outbreak has occurred.