

Risk assessment for staff and visitors

Company name: Bessacarr Evangelical Church

Assessment carried out by: Staff, elders and deacons

Date of next review: September 2020

Date assessment was carried out: July 2020

This risk assessment considers the use of the Bessacarr Evangelical Church (BEC) church building during the COVID-19 pandemic and outlines the measures taken to reduce the risk of further spread of COVID-19 coronavirus.

The church building comprises of a main meeting room (11m x 7.7m), smaller meeting room (5.5m x 5.1m), entrance hall, kitchen, toilet facilities and smaller lounge and office areas. There are 4 members of staff regularly using the church building, with church members and other members of the public using the building for work and maintenance.

This risk assessment has been undertaken in consultation with staff, elders and deacons.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Spread of COVID-19 : From infected individuals.</p>	<p>Anyone entering the church building – staff, church members, visitors, contractors.</p>	<p>Government guidelines on self-isolation are available. Guidelines from 18th June indicate that anyone experiencing a new continuous cough, high temperature, loss or change in sense of smell/taste should self isolate for 7days and members of the same household for 14 days pending results of a COVID-19 test.</p> <p>Limiting access to the building.</p>	<ul style="list-style-type: none"> • Re-iterate government guidelines to anyone intending to use the church building/attend services. • Keep up to date with any change to government guidelines. • Maintain registers of anyone using the church building to facilitate ‘track and trace’. • All key holders notified of restrictions and procedures. • Sign in sheet to be completed by anyone using the building, and kept for a minimum of 21 days. 	<p>KM</p> <p>KM</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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Spread of COVID-19 : Due to surface contamination.	Anyone entering the church building – staff, church members, visitors, contractors.	Cleaning material are available for anyone using the building to clean any surfaces after use.	<ul style="list-style-type: none"> • Schedule for cleaning of the building between use. Staff to follow ‘clean as you go’ policy in any area used, including disposal of waste. 	KM, JE, MH, MS		Yes
			<ul style="list-style-type: none"> • Wipes and hand sanitizers available in all communal areas. 			Yes
			<ul style="list-style-type: none"> • Restricted use of some areas e.g kitchen, toilet facilities. Staff only to use kitchen and M/F toilets. 			Yes
			<ul style="list-style-type: none"> • Visitors to use disabled toilet. Spray and wipes available for after use. 	TL/IC		Yes
			<ul style="list-style-type: none"> • Use of plastic rather than upholstered chairs in main hall area. (Or staff use own office chairs.) 			Yes
			<ul style="list-style-type: none"> • Encourage hand washing. 			Yes

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<p>Spread of COVID-19 : Due to lack of social distancing.</p>	<p>Anyone entering the church building – staff, church members, visitors, contractors.</p>	<p>The church building is not currently in regular use other than for 3 or 4 staff members.</p>	<ul style="list-style-type: none"> • Guidelines on the maximum number of people who can use the church in various circumstances. • Maximum numbers of people in certain areas e.g. 2 people in entrance area and kitchen. One member of staff only in each office. • Seating in standard arrangement to allow for social distancing. Staff meetings held in main hall. • Where necessary, visitors to be met with at the back of the main hall, with 2m spacing and open windows. • Signage as reminders to ensure social distancing. 	<p>TL</p> <p>TL/KM</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/