

EDEN BAPTIST CHURCH: COVID-19 RISK ASSESSMENT AND SAFETY MEASURES

Activity:	Staff working in the Eden Chapel	Date of this assessment:	9 July 2020
Brief Description:	Staff working in the Eden Chapel, which may involve meetings with other staff members, volunteers, church members or contractors – see 'assumptions'	Date of re-assessment¹:	1 September 2020

Categories of person at risk:					Assessed by:	Steve Wright
Category 1	Category 2	Category 3	Category 4	Category 5		
Staff	Volunteers and church members	Contractors	Vulnerable individuals (inc. elderly, pregnant, those with underlying conditions)			

Likelihood	
Very Unlikely	1
Unlikely	2
Likely	3
Very Likely	4
Highly Likely	5

Severity	
Minor	1
Moderate	2
Serious	3
Major	4
Death	5

Low	Low Risk - Acceptable existing control; little risk to health and life, reputation and gospel opportunity; reduce risk further if reasonably practicable
Medium	Tolerable Risk – there is risk to health and life, reputation and/or gospel opportunity, but this is considered tolerable; if possible, redefine task or reduce risk if reasonably practicable.
High	High Risk - Stop activity & get further advice. Significant risk to health and life, reputation and / or gospel opportunity. Reduce risk.

Risk = Severity x Likelihood						
Severity	5 – Death	5	10	15	20	25
	4 – Major	4	8	12	16	20
	3 – Serious	3	6	9	12	15
	2 – Moderate	2	4	6	8	10
	1 – Minor	1	2	3	4	5
		1 – very unlikely	2 - unlikely	3 - likely	4 – very likely	5 – highly likely
Likelihood						

¹ Date of reassessment will come forward if assumptions change materially.

				Risk before control measures				Risk after control measures		
Ref	Hazard	Category of person at risk	Description of Risk	Risk before control measures			Control Measures	Risk after control measures		
				Likelihood	Severity	Rating		Likelihood	Severity	Rating
1	Transmission of COVID-19 to those who are clinically vulnerable	4	Transmission of COVID-19 to those in a 'high risk' category (those who are clinically vulnerable and / or have been advised by the NHS to shield).	3	5	15	<ul style="list-style-type: none"> a. Remind those in high-risk / shielding categories to follow Gov guidance, albeit it is for those individuals to choose how to manage their own risks. b. 'High risk' staff and volunteers will not be not be expected to come to work or attend meetings in building and will be supported to work from home. c. Where meetings with high risk individuals are necessary, these will be conducted away from the Eden building and in strict accordance with Government guidance for meeting with such individuals² 	1	5	5
2	Transmission to others of COVID-19 (Specific methods of transmission considered in 2.1, 2.2 and 2.3 below)	1, 2, 3, 4	Transmission of COVID-19 by someone with symptoms or who is asymptomatic to others through physical contact, transmission through the air, or infected surfaces.	3	4	12	<ul style="list-style-type: none"> a. Application of control measures below to reduce likelihood of transmission (refs 2.1, 2.2 and 2.3 below). b. All staff encouraged and supported to work from home where practicable, albeit recognising presence in the building is required for some roles and tasks. c. Clear messaging to stay at home if unwell. d. Other keyholders / group leaders have been asked only to come into the building by prior agreement with the Operations Manager or Church Office, minimising people in the people. e. Core control measures / safety guidance to be circulated to all staff and re-circulated monthly as a reminder. f. New staff to be provided with control measures before first day and further briefed during induction. g. Staff members are responsible for ensuring compliance with the safety measures by any guest or contractor they invite into the building. 	2	4	8

² <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

2.1	Physical contact with persons infected with COVID-19	1, 2, 3, 4	Transmission of COVID-19 through direct physical contact with an infected person.	2	4	8	<ul style="list-style-type: none"> a. Wherever possible, 2m distance to be maintained (and at a minimum 1m <u>must</u> be observed). b. Hand sanitiser to be used at entry and exit points. 	1	4	4
2.2	Airborne transmission of COVID-19	1, 2, 3, 4	Transmission of COVID-19 through airborne particles.	3	4	12	<ul style="list-style-type: none"> a. Wherever possible, 2m distance to be maintained. b. If tasks require closer working, disposable masks shall be worn and 1m minimum distance <u>must</u> be observed. c. Ventilation: fans on and windows and doors opened wherever possible. d. If working in the building for a prolonged period (more than 10 minutes), staff are asked to use a different room from others also working in the building, where possible. e. If it is necessary to be in the same room, further steps must be taken – for example, sitting side-by-side and not face-to-face, opening windows and using fans to aid ventilation, and the wearing of disposable masks if in close proximity. f. Sensible hygiene to be observed by all: covering mouth & nose when sneezing and coughing, using tissues, etc. 	2	4	8
2.3	Contact with surfaces, objects or equipment infected with COVID-19	1, 2, 3, 4, 5	Transmission of COVID-19 through shared surfaces.	3	4	12	<ul style="list-style-type: none"> a. Hand sanitizer to be used at entry and exit points. b. Sensible hygiene to be observed by all: covering mouth & nose when sneezing, using tissues and disposing immediately, etc. Washing or sanitising hands after touching mouth or nose; c. Doors will be wedged open to reduce need for touching; d. Wash or sanitise hands after touching shared surfaces – door handles, hand rails, light switches, etc; e. Desk / table and any shared equipment (including mouse or keyboard, stapler, etc) to be wiped down with antibacterial spray or wipes before and after use; f. Clean up after yourself: rubbish to be disposed of, washing up to be done before leaving. 	2	4	8

Risk Mitigation Action Plan and Safety Measures		
Ref	Action (including Risk Assessment reference)	By whom?
1	Attached summary of 'Safe Use' guidelines (mitigation measures from this RA) to be circulated to staff team	Ops Manager
2	'Safe Use' guidelines to be reviewed and recirculated monthly	Ops Manager
3	High risk / shielding staff will not be expected to attend meetings in the building	Line Managers
4	New starters will be briefed on 'Safe Use' guidelines upon commencement of contract and during induction	Ops Manager
5	Hand sanitiser dispensers and supplies of antibacterial wipes and spray and disposable face masks to be checked weekly – staff to report if empty in meantime	Ops Manager / Staff
6	Other keyholders asked only to enter the building by prior agreement	Ops Man / Administrator
7	The building will be cleaned twice weekly, with particular attention to shared surfaces	Contractor (comms via Church Administrator)
8	All staff members will be encouraged and supported to work from home, including through the loaning of equipment like monitors and chairs.	Ops Manager
9	Staff will endeavour to keep in touch with each other regularly, including through the weekly Staff Prayer Meeting on Tuesdays	All Staff
10	Meetings with volunteers or members who are at higher risk, and particularly those who are clinically extremely vulnerable, should take place outside the church building wherever possible, and in strict observance of the Government guidance for meetings with the extremely vulnerable. ³	All Staff

³ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>

Assumptions

- 'R' remains below 1.
- Percentage of local population with symptomatic COVID remains at 0.3%

Eden Baptist Church

COVID-19: Safe use of Eden Chapel (July 2020)

This document sets out Eden's response to HM Government's 'COVID Secure' guidance⁴. It sets out steps we will take to manage the risk of transmission of COVID-19 within the building, with the intention of protecting staff and other building users.

1. Only come into the Eden building if you really need to, and stay only for as long as you need to:

- a. Staff should work from home wherever possible. We will support each other in this by keeping in touch regularly and by providing or lending any equipment you need to be able to work at home safely and effectively.
- b. While the building is in such infrequent use, our cleaner will visit just twice a week. If intensity of use increases, cleaning will be increased.
- c. Other keyholders, including volunteers, will be asked only to come in if absolutely necessary and only by prior arrangement with the Operations Manager or Administrator. This is in order to protect our staff and follow Government guidance requiring monitoring of building use.
- d. Please do not come to the building if you, or a member of your household, is displaying COVID symptoms⁵. Observe Government guidance on staying at home. If you develop symptoms while in the building, please go home immediately and notify us as soon as you can. And if you develop symptoms having recently visited the building, please also notify us as soon as you can.
- e. We also encourage you to observe the Government's guidance if you are shielding or at higher risk. The Government advised that those who are 'clinically extremely vulnerable' should not work outside the home during the pandemic peak and should only return to work when community infection rates are low.

2. Essential steps when visiting the Eden building

Cleaning is currently less frequent due to the extremely limited building use. Therefore we need each to take some responsibility for maintaining hygiene standards, protecting our own health, and looking after our colleagues. Please bear in mind that research indicates the virus can live on surfaces for up to 72 hours.

⁴ "Working safely during COVID-19 in offices and contact centres", 11 May 2020, updated 3 July <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

- a. **Hand sanitising and washing:** Upon entering and exiting the building, use the hand sanitisers provided. There is a dispenser at each of the three doors to the building. While in the building, wash your hands regularly – including after sneezing or coughing. Please use disposable paper towels to dry hands. Follow the NHS guidance on ‘how to wash your hands’.⁶
- b. **Clean up after yourself:**
- i) If working at a desk in the office, **wipe it down before and after** your use with the anti-bacterial spray or wipes provided. If using meeting rooms, wipe down tables you use. Anti-bacterial sprays are located under the sinks in the kitchens. Dispose of waste to the bins provided.
 - ii) If using shared equipment (e.g. a keyboard and mouse, telephones, etc) wipe it down after use.
 - iii) Wash up any crockery and cutlery you have used. Please do not leave washing up for others.
 - iv) If you need to use the **bathroom**, please wipe down any shared surfaces with the antibacterial wipes provided, before leaving the bathroom, and dispose of the wipes in the waste bins.
- c. **Take sensible steps to minimise contact with shared surfaces:**
- For example, pinning open doors with a wedge or hook reduces contact with shared surfaces. Wash or sanitise hands after touching shared surfaces.
- (If fire doors are wedged open, please remember to close them when leaving the building.)
- d. **Please report any shortages of cleaning materials**
- If supplies of hand sanitiser, wipes, masks, paper towels run out, please notify Steve or Hazel. Supplies of most things are available in the Cleaner’s storeroom or in the Office storeroom.

3. Working in the building with others

- a. Where possible, especially if working in the building for a prolonged period (more than 10 minutes), use a different room from others also working in the building.

⁶ <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

- b. If it is necessary to be in the same room:
- i) Wherever possible you must observe the guidance to keep 2m apart from anyone from a different household. If 2m is not possible, additional mitigation must be taken – including the use of face masks;
 - ii) Take steps to reduce the risk of airborne transmission, such as:
 - Open windows to aid fresh air circulation;
 - Sit side-by-side or back-to-back rather than opposite one another;
 - Consider the wearing of masks (disposable masks are available in the office).

4. Bringing visitors into the building

- a. We ask that you try not to bring visitors into the building. However, it is recognised that sometimes it will be unavoidable – e.g. for childcare reasons; to discuss important matters of church business that cannot reasonably be conducted by phone or Zoom.
- b. When bringing visitors into the building, it is your responsibility to ensure they observe the guidance in this document. Please share this document with them if they will be in the building for more than a very short time.

5. Looking after those who are at high risk from COVID

- a. Meetings with volunteers, Church Members or others who are at higher risk, and particularly those who are clinically extremely vulnerable, should take place outside the church building wherever possible – recognising that the risk to them will often be lower in their own homes or gardens, or elsewhere outdoors, than it will be in the Eden building.
- b. Any interactions with those classed as ‘extremely vulnerable’ should be conducted only in strict accordance with the Government guidance for the protection of such individuals.⁷

If you have any questions or concerns, please contact Steve (07717 355704) in the first instance.

⁷ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>