

COVID-19 Emmanuel Workplace Risk Assessment v3								
Date:	26/06/2020							
Risk Assessment of:	Emmanuel Baptist Church							
Undertaken by:	Mark Trudgill on 15/05/2020							
Updated:	Mark Trudgill on 26/06/2020							
Activity	Hazard	Risk	Persons at Risk Staff?, Visitors?, Users?, Contractors?, Community?	Risk Rating High, Medium or Low	Acceptable Risk?	Control Measures	Action to be taken	Date Actions Completed
STAFF USE OF EMMANUEL BAPTIST CHURCH PREMISES	Spread of COVID-19 Coronavirus	If COVID-19 is contracted, member of staff could in some circumstances become seriously ill or be hospitalised	All staff, visitors and contractors	Medium	Yes	Enable working from home wherever possible as a first option.	<ul style="list-style-type: none"> <li>•Ask employees to work from home as a first option.</li> </ul>	March 2020
	Spread of COVID-19 Coronavirus					<p>Comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).</p>	<ul style="list-style-type: none"> <li>•Ask all staff/visitors to comply with social distancing on Emmanuel's premises. <ul style="list-style-type: none"> <li>•Where 2m social distancing cannot be followed in relation to a particular activity, staff should operate at 1m plus, taking all mitigating actions possible to reduce the risk of transmission - see below:</li> </ul> </li> <li>•Further increasing the frequency of hand washing and surface cleaning.</li> <li>•Keeping the activity time involved as short as possible.</li> <li>•Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>•Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ul>	In place - May 2020
	Spread of COVID-19 Coronavirus					Facilitate good hygiene by increasing the frequency of thorough handwashing/hand cleaning.	<ul style="list-style-type: none"> <li>•Provide antibacterial soap in all toilet facilities</li> <li>•Provide signage to encourage regular handwashing and best '20 second' handwashing practice in toilet facilities and around building</li> <li>•Provide every 'in use' office with 60% alcohol antibacterial gel.</li> <li>•Provide 60% alcohol antibacterial gel at both entrances to site with signage instructing all visitors to clean hands before entering building.</li> </ul>	In place - March 2020

	Spread of COVID-19 Coronavirus					Facilitate good hygiene in respect of toilet facility use and cleaning.	<ul style="list-style-type: none"> <li>•Using signs and posters to build awareness of the need to avoid touching your face and to cough or sneeze into a tissue which is binned safely.</li> <li>•Providing hand sanitiser in washrooms and the kitchen area.</li> <li>•Via signage, setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> </ul>	In place - July 2020
	Spread of COVID-19 Coronavirus					Increase the frequency of surface cleaning and reduce number of frequently touched surfaces.	<ul style="list-style-type: none"> <li>•Supply staff with antibacterial wipes and sprays to regularly clean surfaces where necessary</li> <li>•Ask staff to clean hands with alcohol gel before using commonly used objects, eg: kettles, fridge doors, key code pads, laminator, photocopier etc.</li> <li>•Wedge open access doors to corridors during workplace hours to avoid multiple touching of door handles/plates.</li> </ul>	In place - March 2020
	Spread of COVID-19 Coronavirus					Avoid sharing of commonly used equipment.	<ul style="list-style-type: none"> <li>•Staff use (and do not share) their own commonly used equipment, eg pens, pencils, scissors, staplers etc.</li> </ul>	In place - May 2020
	Spread of COVID-19 Coronavirus					Restrict use of high touch items of equipment.	<ul style="list-style-type: none"> <li>•Restrict use of photocopier printer to Operations Manager and Pre-school Leader (unless staff hands are cleaned with gel first before use).</li> </ul>	In place - May 2020
	Spread of COVID-19 Coronavirus					Conduct meetings remotely where possible or use social distancing and other measures.	<ul style="list-style-type: none"> <li>•Use remote working tools to avoid in-person meetings.</li> <li>•Where a face to face meeting is required, ensure this takes place in a large well ventilated space, eg Main Hall with 2m social distancing (or 1m with risk mitigation).</li> <li>•Avoiding transmission during meetings, by avoiding sharing pens, documents and other objects.</li> <li>•Providing hand sanitiser in meeting rooms.</li> </ul>	In place - March 2020
	Spread of COVID-19 Coronavirus					Introduce one way flow on main corridor when accessing toilet facilities.	<ul style="list-style-type: none"> <li>•Regulate use of high traffic area, eg: main corridor by introducing one way system as follows to maintain social distancing: <ul style="list-style-type: none"> <li>•Use corridor to access main toilet facilities from offices.</li> <li>•Use Main Hall pathway when returning to offices from toilet facilities.</li> </ul> </li> </ul>	In place - May 2020
	Spread of COVID-19 Coronavirus					Regulate visitors to site premises.	<ul style="list-style-type: none"> <li>•Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>•Limit the number of visitors at any one time.</li> <li>•Limiting visitor times to a specific time window and restrict access to required visitors only.</li> </ul>	In place - May 2020

	<b>Spread of COVID-19 Coronavirus</b>					Restrict access from Pre-school to offices and vice versa to create social 'bubbles'.	•No general church staff enter Pre-school and no Pre-school staff enter the rest of the church building	In place - May 2020
<b>TO BE REVIEWED by nominated Deacon/Mark Trudgill</b>	Trustees							