

# COVID19 Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<p>Spread of COVID19 Coronavirus during weekly church &amp; charity activity</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with our premises.</li> </ul>	<p><b><u>Hand Washing</u></b> Hand washing facilities with soap and water in place.</p> <ul style="list-style-type: none"> <li>• Stringent hand washing taking place. See <a href="#">hand washing guidance</a></li> <li>• Drying of hands with disposable paper towels and hand dryers.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b><u>Social Distancing</u></b> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency See <a href="#">HSC guidance</a> See <a href="#">Gov guidance</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in coffee shop and any rest areas.</p> <p>Smokers will be expected to follow social distancing rules outside.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of Covid-19, remind everyone of the <a href="#">public health advice</a></p> <p>Regular checks that sanitizers and hand washes are in place and made available to all.</p> <p>Posters, leaflets and other materials are available for display. See <a href="#">guidance for employers</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Planning meetings in place (May, June, July 2020). To date zoom meetings have been used to plan and prepare (June 2020)</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	<p>All Staff, volunteers and Visitors to the premises.</p> <p>All staff and volunteers to ensure wash facilities are up to standard informing the appropriate member of the team when replenishment is necessary</p> <p>SB/AM to ensure extra notices etc are purchased, to reflect the new necessary Health and safety guidance</p> <p>Ongoing support and guidance from management team. To ensure that the new rules are being adhered to and to support all staff and volunteers.</p> <p>Staff and volunteers and service users if the social distancing guidance can't be observed.</p>	<p><b><u>Church</u></b> activities have been revised to meet with new guidelines.</p> <p>Activities remain under ongoing reviews in line with Government guidance '<i>Daily reminders</i>'</p> <p>Ongoing Action planning</p>

		<p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p><b><u>PPE</u></b> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p>Respiratory protective equipment (RPE) can protect the wearer.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<b>including where a member of staff has visited other work place premises such as domestic premises</b>), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. See <a href="#">Public Health guidance</a></p> <p><b><u>Mental Health</u></b> Trustees, Managers &amp; Team Leaders will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. See <a href="#">MIND Covid19 guidance</a> See <a href="#">HSENI guidance</a></p>	<p>Management checks to ensure this is adhered to.</p> <p><b><u>Face Coverings</u></b> In line with the new World Health Organisation (WHO) advice It now says non-medical face coverings should be worn in public where social distancing is not possible - including on public transport. This will come into force 15<sup>th</sup> June 2020.</p> <p>Other PPE has been ordered, including: Masks Aprons Sanitizers</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through Team leaders will be carried out regularly to reassure and support staff and volunteers in a fast changing situation.</p> <p>The Hope Centre management team and trustees will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Team Leaders</p> <p>All staff and volunteers</p> <p>Team leaders</p> <p>Trustees Management Team</p> <p>All Staff</p>	<p>Ongoing action To be reviewed</p>
Entrance and Exit	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• The public including COVID19 vulnerable groups, the elderly pregnant</li> </ul>	<p>Two-meter markings at entrance for queuing to enter.</p> <p>Staff and volunteers manage safe entry to essential weekly church and charity activity</p>	<p>When church Gatherings commence Welcome team to manage safe entry with hand sanitiser and correct flow for social distancing.</p>		<p>Ongoing for essential charity &amp; Church activity</p> <p>Gatherings measures</p>

	<ul style="list-style-type: none"> <li>women, those with underlying health conditions.</li> <li>Church members and visitors</li> </ul>			Staff team and welcome team.	Commencing when phase 3 cluster gatherings begin.
Corridors	<ul style="list-style-type: none"> <li>Staff</li> <li>Cleaners</li> <li>Contractors</li> <li>The public including COVID19 vulnerable groups, the elderly pregnant women, those with underlying health conditions.</li> <li>Church members and visitors</li> </ul>	Restricted numbers of staff, volunteers and service users permitted in the building to enable safe social distancing measures.	For Church gatherings a one way system will be considered to avoid congregating in corridors and making social distancing impossible	Elders & staff team.	One way system considered when commencing phase 3 cluster gatherings.
Kitchen & Cafe	<ul style="list-style-type: none"> <li>Staff</li> <li>Cleaners</li> <li>Contractors</li> <li>The public including COVID19 vulnerable groups, the elderly pregnant women, those with underlying health conditions.</li> <li>Church members and visitors</li> </ul>	<p>Kitchen to be used only for staff and volunteers during essential church and charity activity. Drinks only will be available and paper cups will be provided to remove infection risk.</p> <p>Initially Kitchen &amp; Cafe will remain closed during gatherings until government advice changes</p>	<p>Ensure supply of cups is replenished.</p> <p>New volunteers advised of current kitchen use.</p>	<p>Administrator</p> <p>Volunteer coordinator</p> <p>Centre manager Administrator &amp; Senior Pastor</p>	<p>Ongoing while risk remains.</p> <p>Ongoing while risk remains.</p> <p>Review as infection risks reduce.</p>
Toilets	<ul style="list-style-type: none"> <li>Staff</li> <li>Cleaners</li> <li>Contractors</li> <li>The public including COVID19 vulnerable groups, the elderly pregnant women, those with underlying health conditions.</li> <li>Church members and visitors</li> </ul>	<p>Currently toilets are only available midweek for staff and volunteers to enable safe social distancing.</p> <p>As Gatherings commence toilet use will be reviewed according to gathering size and current social distancing guidance</p>	Ensure new volunteers understand the restrictions for service users for their safety.	<p>Volunteer coordinator</p> <p>Elders</p>	<p>During new volunteer induction</p> <p>When gatherings commence and each time we move through our 3 phase approach to exiting lockdown</p>

Youth provision	<ul style="list-style-type: none"> <li>Youth</li> <li>Parents</li> <li>Volunteers</li> <li>Staff</li> </ul>	<p>Youth activity has stopped only online activity remains.</p> <p>Youth work restarting will be reviewed on a separate basis to our gatherings. Youth work both Sundays and midweek will only commence when social distancing measures can be adhered to.</p>		Elders	Reviewed as government guidance changes.
Children's provision	<ul style="list-style-type: none"> <li>Youth</li> <li>Parents</li> <li>Volunteers</li> <li>Staff</li> </ul>	<p>Children's work has stopped. Only online activity remains</p> <p>Children's work restarting will be reviewed on a separate basis to our gatherings. Children's work both Sundays and midweek will only commence when social distancing measures can be adhered to.</p>		Elders	Reviewed as government guidance changes.
Spread of COVID19 Coronavirus during Small, medium, and large gatherings for worship weddings and funerals	<ul style="list-style-type: none"> <li>Staff</li> <li>Church Members</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with our premises.</li> </ul>	<p>Worship gatherings have been stopped</p> <p>Weddings aren't currently being conducted</p> <p>Funerals have been moved to the local cemetery and have followed national and local government attendance advice along with health and safety guidelines.</p> <p>A three phase exit strategy has been agreed by Eldership and submitted to Elim</p> <p>As gatherings resume under our three phase approach the following measures already in place for weekly charity and church activity will be implemented for church gatherings:</p> <p>Hand Washing Hand washing facilities with soap and water in place.</p> <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> </ul> <p>See hand washing guidance</p> <ul style="list-style-type: none"> <li>Drying of hands with disposable paper towels and hand dryers.</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing</p>	<p>Members &amp; Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of Covid-19, remind everyone of the public health advice</p> <p>Regular checks that sanitizers and hand washes are in place and made available to all.</p> <p>Posters, leaflets and other materials are available for display. See guidance for employers</p> <p>Rigorous checks will be carried out by pastors and Elders to ensure that the necessary procedures are being followed.</p>	<p>All Staff, members and Visitors to the premises.</p> <p>All members and visitors to ensure wash facilities are up to standard informing the appropriate member of the team when replenishment is necessary</p> <p>Administrator to ensure extra notices etc are purchased, to reflect the new necessary Health and safety guidance</p> <p>Ongoing support and guidance Elders. To ensure that the new rules are being adhered to and to support all attendees.</p>	<p>Three phase plan to the resumption of church services will be implemented and reviewed by Elders in line with National &amp; Local Government guidance and advice from Elim.</p>

		<p>Reducing the number of persons in any room to comply with the appropriate social distancing measures recommended by the Public Health Agency See HSC guidance See Gov guidance</p> <p>Taking steps to review Gathering size &amp; schedules including start &amp; finish times, attendance patterns, to reduce number of members and visitors on site at any one time.</p> <p>Also relocating to other tasks. Redesigning processes to ensure social distancing in place.</p> <p>Smokers will be expected to follow social distancing rules outside.</p> <p>Wearing of Gloves</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>PPE has been ordered for those who are vulnerable or in anticipation of changing government guidance for gatherings.</p> <p>Respiratory protective equipment (RPE) can protect the wearer.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the church they will be sent home and advised to follow the stay at home guidance.</p> <p>Pastors will maintain regular contact with church members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place</p>	<p>Elders meetings in place to prepare and review. To date zoom meetings have been used to plan and prepare</p> <p>As Gathering sizes are allowed to increase we will implement a one way system on the main corridor and at the entrances to the main Hall.</p> <p>Seating for gatherings will be laid out in advance in line with social distancing measures.</p> <p>Communion will be order in pre-packed single servings until infection risk has passed.</p> <p>Members &amp; Visitors to be reminded of the importance of social distancing both in the church and outside of it.</p> <p>Elders &amp; team leaders check to ensure this is adhered to.</p> <p>Face Coverings</p> <p>In line with the new World Health Organisation (WHO) advice It now says non-medical face coverings should be worn in public where social distancing is not possible - including on public transport. This will come into force 15th June 2020.</p> <p>Other PPE has been ordered, including: Masks Aprons Sanitizers</p> <p>Internal communication channels and cascading of messages through Team leaders will be carried out regularly to reassure and support members and visitors in a fast changing situation.</p>	<p>Staff and volunteers and service users if the social distancing guidance can't be observed.</p> <p>Elders &amp; Team Leaders</p> <p>All staff and volunteers</p> <p>Senior Minister, Administrator, Team leaders</p>	
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Further spread of COVID19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• The public including COVID19 vulnerable groups, the elderly pregnant women, those with underlying health conditions.</li> <li>• Church members and visitors</li> </ul>	Research & Develop smart phone sign in option in conjunction with our members planning centre app.	Physical sign in with one member of welcome team for those without access to a smart phone.	Administrator & Elders	<p>Complete and introduce when Phase 3 cluster gatherings begin.</p> <p>Review with government track and trace guidance.</p>

**Training:**

Our staff team, volunteer team leaders, and welcome team will be given training at each phase of our lockdown exit strategy to ensure the correct health & safety measure are understood and adhered to.

**Phased approach risk assessment review:**

COVID Risk Assessment will be reviewed at the transition of each phase of our lockdown exit strategy to ensure its appropriateness in this constantly changing environment.