

RISK ASSESSMENT - Covid19

Hazards/Risks		Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls <i>Changes required to reduce risk</i>	Action Plan	
Area	Aspect						Lead	Action no.
<u>SOCIAL DISTANCING</u>								
Main Hall Small Hall	Seating layout	All	5	5	30	Arrange seats so that they are 2 metres apart, either for individuals or bubbles. For Sunday morning meeting all to seats face vestibule.	C Brown - <i>floor & flow plan</i>	1
Doorways Lobby Vestibule	Flow	All	5	5	30	Leaving is the main problem. Leave one room at a time and seat by seat. If someone needs to go to the toilet before leaving the building they remain in their seat until all others have left.	C Brown - <i>floor & flow plan + notice and newsletter.</i>	1 2
Toilets & Coats	Corridor entrances - to enable 'one-in'	All	5	5	30	Close one cubicle in each toilet Disabled toilet may be used if necessary. Coats to be left by chair	C Bown - <i>notice & newsletter</i>	2
<u>CLEANING & HYGIENE</u>								
Main Hall Small Hall Toilets Vestibule Lobby	Virus on surfaces	All	1	5	10	Spray with hand-held 'fogger' after each meeting. P.P.E. to be provided for operator	S Wheeler	4
Toilets	Virus on toilet seats	All	2	5	15	Toilets to be cleaned before and after use. Disinfectant wipes and pedal bins to be provided in all usable toilets.	C Brown - <i>notice</i> S Wheeler - <i>disinfectant wipes + pedal bins</i>	2 5
Good hygiene	Hand cleanliness	All	5	5	30	Automatic hand sanitiser on pole at main entrance Automatic hand sanitiser in each corridor leading to toilets Automatic hand soap dispenser in each usable toilet Hand towel dispenser in each usable toilet. Pedal bin in each usable toilet.	S Wheeler	5
<u>PERSONAL PROTECTIVE EQUIPMENT</u>								
Whole building	Airborne virus	All	1	1	2	None required. People may wear a face covering if they wish.	-	-

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CASH DONATIONS								
Whole building	Infection by handling basket and cash	All	5	5	30	Encourage donations by bank transfer rather than cash	C Brown - <i>newsletter</i>	2
						Provide collection 'boxes' but <u>not to be passed round</u> .	John Hornby	3
						Collection boxes to be handled only by those who will count the collection and they must wear gloves at all times.	J Hornby & C Brown	3
CHILDREN & YOUNG PEOPLE								
Whole building	Hygiene	Children & young people	5	5	30	Children and young people must be supervised at all times by those who bring them to the meeting.	C Brown - <i>newsletter</i>	2
						All toys to be removed and play areas out of bounds	C Brown - <i>notice & newsletter</i>	
TEST & TRACE								
Whole building	Spread of infection	All	5	5	30	Record of visitors to be kept for 21 days	C Brown	2
						Booking system for one-to-one visits		
PROTECTING THE VULNERABLE								
Whole building	Spread of infection	Shielders and over 70's	5	5	30	Those shielding to be informed they must not attend	C Brown - <i>newsletter</i>	2
						Those over 70 should be notified of government advice		
						Streaming of meetings for those who can't attend		