

Risk assessment template

Company name: The Swiss Church in London

Assessment carried out by: Emily Rose Simons

Date of next review: 6/8/2020

Date assessment was carried out: 17/7/2020 – updated 21/7/2020

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
Queuing outside too close to each other	Everyone involved in the hire and anyone they come into contact with could potentially contract Covid-19 and spread it even further, leading to illness and potential death.	Nothing. When people have waited outside the church, they tend to crowd the front steps.	A laminated sign needs to be placed on the front door.	The staff attendant	The sign needs to be made by the 1 st of August. The sign needs to be placed on the door 30 minutes prior to the start of the hire.	
Opening and walking through the main door without socially distancing	The virus could spread on the handle and social distancing may not be able to take place if more than one person walks through the door at one time.	Nothing. The queuing system should mean only one person walks through the door at one time.	Using the door stop to keep the door open so people don't have to touch the door handle. The queuing system should ensure people walk into to building single-file.	ERS to make queueing sign ERS to make sure there is a door stop near the main door.	By the 1 st of August	
People bringing in the virus on their hands.	Their hands could contaminate the entire church and make it a dangerous place for all who enter	There is soap by the sink near the door	Keeping the door to the sink open with signs encouraging people to wash their hands and how to wash their hands. Could add another bottle of soap so there is always ample supply.	ERS needs to make signs and add another bottle of soap. ERS would need to book the cleaner	1 st August Cleaning needs to be booked before and after each	

			The cleaner needs to be booked after each event at the church to clean the surfaces		event in the church.	
People being asymptomatic and bringing the virus into the church	They could have respired the virus into the air, infecting anyone close by. They could have spread the disease on their hands to others using the building.	The high ceiling means that spores may not as easily reach others near by. There is soap by the sink by the door.	People should be strongly advised to wear a mask. There needs to be signs telling people to wash their hands. We need to keep records of who enters and exits the building, and tell hires to do the same.	ERS needs to: -put up signs to wash hands -put up signs to wear masks -strongly advise people to wear a mask in the contract. -buy hand sanitiser -create a way of monitoring who enters the building -create signs to tell people to let their presence be known	1 st August	
Sitting in the foyer	The virus could be passed through the fabric. People sitting and talking could increase the risk of passing on the disease.	Nothing	Turning the sofas around to block off the area. Putting signs up to stop people from relaxing in the foyer.	ERS	1 st August	
Opening and walking through the doors to the main hall	The virus could spread on the handle and social distancing may not be able to take place if more than one person walks through the door at one time.	Nothing	The doors need to be kept open and there needs to be a sign asking the doors to be kept open. Regular professional cleaning. Member of staff to wipe handles throughout building when closing the building.	ERS to: -put up a sign -update building manual.	1 st August	
People passing the virus to each other during their activities in the hall	Some activities can pass the virus more than others. Everyone in the building at the time could get and later pass on the virus.	The church is closed.	When the church is reopened we will: -strongly advise to wear masks and wash hands. -The church must be ventilated regularly, according to a ventilation schedule. -A list of all allowed and prohibited activities need to be made, and made available to potential hirers.	ERS to: -work out ventilation schedule - put up sign advising to wear masks - make list of allowed and prohibited activities	1 st August	

People touching the chairs and passing the virus through them	Anyone who sits on the chair, touches the chair or comes into contact with that person, or comes into contact with a surface that has been touched by that person.	Nothing.	There needs to be signs with instructions on how to clean the chairs before and after use. There needs to be anti-viral wipes by the chairs and hand sanitiser around the hall.	ERS, The action of sanitising the chairs before and after use must be done by those using the chairs.	1 st August	
People touching items in the apse	If an infectious person touches the table or an object on the apse, that object could infect another person if touched again within 72 hours.	The church is closed	A sign needs to be made to stop people from touching the objects in the apse.	ERS	1 st August	
People playing the piano and passing the virus through it	If someone plays the piano and is infectious or the virus was present in their hands, the next person playing the piano (if within 72 hours) could potentially pick up and further spread the virus to others and around the premises.	The piano is locked.	Lock the piano and keep a record of who plays the piano. Keep hand sanitiser by the piano Have a stock of anti-virus wipes for the piano keys.	ERS	1 st August	
People talking loudly over recorded music	Someone talking over loud music could potentially spread the virus when projecting their voice.	No one is allowed to use the church yet.	Prohibit use of recorded music. Update the contracts people need to sign to include this prohibited activity.	ERS	1 st August	
People passing the virus through droplets when singing, playing wind instruments or projecting their voice	These activities increase the likeliness of droplets going into the air and being inhaled by others in the space.	Nothing. The church is closed.	These activities need to be on a list of prohibited activities, that needs to be on signs in the church and on hire agreements.	ERS	1 st August	
People passing the virus on door	Anyone entering the church and the people they come	The church is closed. Only the caretaker	Regular professional cleaning	ERS to: -Schedule professional cleaning	1 st August	

handles, locks and taps in the toilets	into contact with outside the church	and maintenance personnel has been in the church.	Professional cleaning before and after events and hires take place in the church Hires must provide a toilet cleaning schedule Staff attendants to disinfect door handles etc. before and after events in the church. Creation of a numbering cleaning system to help with the cleaning of door handles.	-Make it clear to hirers to provide a toilet cleaning schedule before their hire. -Training staff attendants and hirers in how to clean. -Creating the cleaning system Hirers: -Provide cleaning schedule and name the person who is responsible for this to be carried out. -Regularly clean throughout the hire. Staff Attendant -To clean before and after each hire/event		
The virus present on surfaces after the event	Anyone coming into the church after the event and anyone who comes into contact with them.	Nothing. The church is closed.	Scheduling the cleaner to come in after every event.	ERS	Every time there is an event.	
The virus present in the air after the event	The virus could be breathed in by people coming into the church.	Nothing. The church is closed.	Before, after and during every event, the church needs to be aired out; windows open, internal doors open, fire exit door open.	ERS and staff attendants	Every time there is an event.	
Someone comes into the building with coronavirus symptoms	They could pass on the virus to everyone in the building with them and after them.	The church is closed.	An SCL policy needs to be written, stating that people are not allowed to enter the building if they have coronavirus symptoms. This policy needs to be written into an agreement with the Hirer. There needs to be signs with this policy for people to see entering the church.	ERS to: -write policy -write policy into an agreement for the hirers -to make signs Hirer to: -stop people with symptoms from coming in	1 st August	

<p>Someone becomes unwell during their time in the building with coronavirus symptoms</p>	<p>They would be unwell and they could spread the virus to anyone who helps them.</p>	<p>The church is closed.</p>	<p>There needs to be a written procedure made aware to the hirer and written in a sign. The procedure: -Evacuate the church apart from the unwell person and one other person (either the Hirer or a member of SCL staff) -Isolate the person in a separate room whilst arrangements are made for them to be taken home or into medical care. -If possible, both people must wear a face mask, disposable gloves and apron throughout the period of supervision/support -SCL has a stock under the sink in the foyer. -Once the unwell person has left the building, cleaning cloths and PPE to be double-bagged, clearly labelled and left in the foyer. -Hands must be washed thoroughly immediately after removing & disposing of PPE -Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP. -If a member of SCL staff is not on the premises, The Hirer must inform SCL ASAP -The venue manager will email all members of staff and consistoire of the closure. -Church and isolation room must be closed for 72 hours before the building will be deep cleaned by</p>	<p>ERS to: - write the procedures - make all coming into the church aware of the procedures</p>	<p>1st August</p>	
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			the Regional Services (the cleaning company) before the building can be reopened again.			
Social distancing unable to take place on the stairs, in the basement and in the toilets	<p>Droplets of the virus could stay in the air longer as the ceiling is lower and there's less ventilation in the basement.</p> <p>The virus could also be passed on the handrail down the stairs, on the door handles, the locks and the flush.</p>	Nothing.	<p>-The building, especially the basement, needs to be ventilated regularly. For the basement, this means keeping the doors open.</p> <p>-Door stops need to be kept for doors that can be open when members of the public are in.</p> <p>-When possible, members of SCL staff are encouraged to open all the doors downstairs to help ventilate the area.</p> <p>A cleaning schedule must be made by the Hirer and presented to the venue manager ahead of the hire starting. Instructions on how to clean the handrail and doorknobs need to be made.</p>	<p>-ERS needs to write instructions on how to clean the downstairs.</p> <p>-ERS needs to schedule ventilation and coordinate with the hirer on the cleaning schedule.</p>		
SCL staff using the office are at a high risk of spreading the virus because working in the office requires holding papers, typing on computers, long periods of time a room with poor ventilation	<p>SCL staff could pass the virus to each other</p> <p>SCL staff could spread it round the church</p> <p>Anyone coming into the office or the church could pick up the virus if touching a surface that has been touched by someone with the virus present on their hands.</p>	Everyone is working from home	<p>-The office door needs to stay open to ventilate the room (there needs to be a sign)</p> <p>-Staff are advised to wear a mask when in the building, including the office (there needs to be a sign in the office)</p> <p>-Staff need to wash their hands immediately as they walk in the door, before they enter the office, and then frequently.</p> <p>-Staff must sanitise their hands when leaving the office, even when just going to other parts of the building</p>	<p>-ERS needs to make signs for the office</p> <p>-ERS needs to put hand sanitiser and antiviral wipes need to be placed in the office</p> <p>-ERS needs to create an easy to follow cleaning system for the upstairs, as well as downstairs for when staff leave the building</p>	1 st August	

			-Staff must sanitise hand rails, doorknobs, taps etc before leaving the building			
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/