# Risk assessment template

## Company name: The Swiss Church in London Assessment carried out by: Emily Rose Simons

## Date of next review: 6/8/2021 Date assessment was carried out: 04/05/2021

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |
| **A lot of people arriving and entering the building at the same time** | Even though open air presents a much smaller risk of infection, people may crowd and bunch together too tightly. | The building is at a lower personnel capacity, so less people are entering the building at the same time. | Stagger arrival times to avoid crowding at the front door/ exhibitions must have a booking system in place  Have a designated person to ensure people are queueing safely. | For external events, the client is responsible for ensuring there is no crowding at the front door.  For internal events, SCL will be responsible for carrying out these actions | Booking systems must be in place long before the hire/event. A person responsible for monitoring the door should be in place before the hire begins (they could be the same person in charge of monitoring the door as outline in 4m of the hire agreement.) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Opening and walking through the main door** | The virus could spread on the handle. | The sink by the front door is supplied with soap, and there are hand sanitiser dispensers by the front door.  There are also wipes near the front door and the hire agreement encourages the frequent cleaning of the door handle. | Monitor the levels of soap and hand sanitiser to make sure they don’t run out.  Ensure the door handle is sanitised frequently. | ERS to check frequently, as well as before hires to make sure there is enough hand soap and hand sanitiser in this area.  Clients should alert the staff on attendant from the church, ERS if soap or hand sanitiser is running low.  The Client is responsible for frequently sanitising the handle during their hire.  For internal events, this is SCL’s responsibility. | Before and throughout hires and events 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.  Clients sign a hire agreement stating they should be wearing masks and maintaining a 2m social distancing.  There is soap by the sink by the door. | People entering the building should be frequently testing. | For external events, it is the hire client’s responsibility to ensure the people involved with their hire are appropriately testing, wearing masks and keeping a 2 meter distance.  For internal events, this is SCL’s responsibility. | Before and throughout hires and events in the church. |  |
| **People touching the chairs and passing the virus through them** | If an infectious person sits on a chair, other people sitting in or touching the same chair could pick up the virus from it. | There are signs on the stacks of chairs informing people to wipe them before and after, and wipes available to wipe down chairs.  This is also a question on the hire form so that ERS is aware of chair use beforehand. | For external hires, clients are responsible for ensuring the chairs are disinfected before and after use.  For internal events, SCL are responsible for this. | For external hires, clients are responsible for ensuring the chairs are disinfected before and after use.  For internal events, SCL are responsible for this. | Before and throughout hires and events in the church. |  |
| **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.  Hand sanitiser is kept in the hall for people to disinfect their hands before they play the piano.  Have a stock of anti-virus wipes for the piano keys before and after use. | People need to request for the piano to be unlocked. | People who wish to play the piano. | When the piano is requested. |  |
| **People passing the virus on door handles, locks and taps in the toilets** | Anyone entering the church and the people they come into contact with outside the church | Hand sanitiser and anti-viral wipes are available throughout the building. | People need to frequently clean these surfaces when the building is in use. | For external hires, it is the client’s responsibility to wipe down surfaces and ensure all those involved with their hire are washing their hands.  For internal events, this is SCL’s responsibility. | Before and throughout hires and events in the church. |  |
| **The virus present on surfaces after the event** | Anyone coming into the church after the event and anyone who comes into contact with them. | The building is cleaned regularly and high traffic touch points are cleaned by the staff attendant before hires. | Professional cleaning will need to be booked more often as hires become more frequent. | ERS will increase the frequency of the professional cleaning schedule. | Progressively as hires increase in frequency. |  |
| **Someone comes into the building with coronavirus symptoms** | They could pass on the virus to everyone in the building with them and after them. | We have policies in place stating that people should not be coming into the building if they are experiencing Covid symptoms. | Individuals need to act responsibly and not come into the building with Covid symptoms, unless they have taken a test with a negative result. | Individuals. | Before hires and events in the building. |  |
| **Someone becomes unwell during their time in the building with coronavirus symptoms** | They would be unwell and they could spread the virus to anyone who helps them. | We have procedures outlined in the hire agreement, which includes the location of extra PPE, notifying ERS who would notify anyone with access to the church of the incident, close the church for 72 hours and schedule professional cleaning before reopening. | Anyone who feels unwell needs to be tested ASAP.  People who enter the building should be testing frequently. | It is everyone’s responsibility to test regularly.  ERS to ensure PPE is in appropriate location outlined in the policies and agreement | Regularly. |  |
| **Social distancing unable to take place on the stairs, in the basement and in the toilets** | Anyone going up and down the stairs could potentially pass the virus onto each other. | The restrictions on building capacity also restricts the amount of people potentially using the stairs at one time.  Upstairs is out of bounds for hires.  Clients should be monitoring how many people are going into the basement at one time. | Individuals in the building should take extra precaution on the stairs and the basement to keep as much distance as possible.  Clients are recommended to stagger toilet breaks during hires. | SCL and Clients need to adhere to building capacity restrictions and, where possible, monitor the amount of people going into the basement at one time. | Whenever the building is in use. |  |
| **SCL staff using the office are at a high risk of spreading the virus as the room has poor ventilation.** | Office staff and anyone coming into the building. | Office staff mostly work from home.  When in the office, staff where masks when moving around the office or when moving around the building. | Office staff should test frequently and take precaution when in the office and commuting. | Office staff are responsible for frequent testing. | As frequently as staff share the office together. |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19