# Risk assessment template

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

## Date of next review: 24/9/2020 Date assessment was carried out: 24/7/2020 – updated 24/8/2020

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| 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 |
| **Entering the church:****-Queuing outside too close to each other.** **- walking through the main door without socially distancing****- Grouping in the foyer** | Social distancing may not be able to take place if more than one person walks through the door at one time, or if people gather too close in the foyer. | Hires must state how they will ensure social distancing when entering the building on the online hire form.  | The Venue Manager may need to follow up with The Hirer to ensure appropriate measures are in place  | The Venue Manager  | Before each hire.  |       |
| **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 hand sanitiser by the door and 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.The cleaner needs to be booked after each event at the church to clean the surfaces | ERS needs to make signs and add another bottle of soap.ERS would need to book the cleaner | Weekly checks and before each hire. |       |
| **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-strongly advise people to wear a mask in the contract.-buy hand sanitiser- tell The Hirer to keep a register of who comes into the building. The Hirer needs to:-Ensure masks are worn-People are frequently sanitising their hands-door handles are frequently sanitised-keep a register of who enters the building during their hire. | Before and during each hire (when necessary) |  |
| **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. | The sofas are turned around to block off the area. There is a sign to stop people from relaxing in the foyer. | People may need to be reminded | ERS and Staff Attendants | During hires |       |
| **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. | As well as policies on wearing masks, frequent hand washing and track and tracing, The Hirer must include their activities on the hire form | ERS may need to discuss the activities with The Hirer | ERS and The Hirer | Before the hire |       |
| **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. | There are signs with instructions on how to clean the chairs before and after use and anti-viral wipes by the chairs and hand sanitiser around the hall. |  ERS needs to check that there are sufficient signs, anti-bacterial wipes and signs.  | ERS  | Weekly checks |  |
| **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 Hirer is informed through the policies and the contract to stop people from touching church items. | The Hirer must ensure all people involved in their hire are aware of the policy | The Hirer | Before and during the hire |  |
| **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 and there are anti-bacterial wipes throughout the building |  The piano should be sanitised regularly | ERS | Weekly checks |  |
| **People passing the virus on door handles and taps around the building (including the toilets)**  | Anyone entering the church and the people they come into contact with outside the church | Regular professional cleaning (Mondays).Professional cleaning before and after events and hires take place in the church.The Hirer must state on the hire form when they intend to frequently clean handles and taps | People must carry out this frequent cleaning. | ERS, The Hirer and Staff Attendants  | Frequently |  |
| **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 cleaner is scheduled between events | ERS must schedule the cleaner more often if more than one event a week.  | ERS | Every time there is an event more than once a week |  |
| **The virus present in the air after the event** | The virus could be breathed in by people coming into the church. | The church is aired out an hour before and after each event that is open to the public | ERS and Staff Attendants to be mindful of airflow | ERS and staff attendants | Every time there is a public 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. | There is an SCL policy stating that people are not allowed to enter the building if they have coronavirus symptoms, which is also in the hire agreement |  The Hirer must pass this information onto anyone involved in their hire | The Hirer  | Before their hire |  |
| **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.  | SCL procedure (in policy and the hire agreement):If someone becomes unwell with Covid-19 symptoms:-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 and disposable gloves 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 the Regional Services (the cleaning company) before the building can be reopened again. | The Hirer must read the policies and procedures and pass on this information. ERS to check regularly that there are masks and gloves under the sink by the door. | The Hirer and ERS | Before each hire. |  |
| **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** | SCL staff could pass the virus to each otherSCL staff could spread it round the churchAnyone 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. | - It is advised that no more than one person should be in the office at one time.-Staff are advised to wear a mask when in the building-Staff should wash their hands frequently-Staff must sanitise hand rails, doorknobs, taps etc before leaving the building | There must be ample supply for soap, hand sanitiser and anti-bacterial wipes | ERS should check frequently | Weekly checks |  |

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

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