# 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: 6/7/2020**

| 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. Marks on the floor outside of the building to indicate the two meter distance need to be in place in case there is a queue? | The staff attendant | The sign needs to be made by the 1st 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 | Nothing. The queueing system should mean only one | Using the door stop to keep the door open so people don't have to touch the door handle. | ERS to make queueing sign<br>ERS to make sure there is a door stop near the main door. | By the 1st of August | |

| 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 |
|---|---|---|---|---|---|---|
| | through the door at one time. | person walks through the door at one time. | The queueing system should ensure people walk into to building single-file. | | | |
| **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.<br>Could add another bottle of soap so there is always ample supply.<br>The cleaner needs to be booked after each event at the church to clean the surfaces | ERS need make signs and add another bottle of soap. ERS would need to book the cleaner | 1st August<br>The booking the cleaning before and after each 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.<br>There is soap by the sink by the door. | There needs to be signs telling people need to wear a mask.<br>When do people have to wear masks? From a certain amount of people in the building at the same time?<br>There needs to be signs telling people to wash their hands. | ERS needs to:<br>-put up signs to wash hands<br>-put up signs to wear masks<br>-put wearing masks into the contracts<br>-buy hand sanitiser | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| | | | We need to keep records of who enters and exits the building, and tell hires to do the same. | -create a way of monitoring who enters the building<br>-create signs to tell people to let their presence be known | | |
| **Sitting in the foyer** | The virus could be passed through the fabric.<br>People sitting and talking could make the potential of passing the disease higher. | Nothing | Turning the sofas around to block off the area.<br>Putting signs up to stop people relaxing in the foyer | ERS | 1st 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.<br>Regular professional cleaning.<br>Member of staff to wipe handles throughout building when closing the building. | ERS to:<br>-put up a sign<br>-update building manual. | 1st August | |
| **People passing the virus to each other** | Some activities can pass the virus more than others. Everyone in the | The church is closed. | When the church is reopened we will | ERS | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| **during their activities in the hall** | building at the time and after could get the virus. | | -enforce mask wearing and handwashing.<br>-The church must be ventilated regularly, with a ventilation schedule made. -A list of all allowed and prohibited activities need to be made, and made available to potential hirers. | | | |
| **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.<br>There needs to be anti-viral wipes by the chairs and hand sanitiser around the hall.<br>How many chairs can be out at any one time? Could perhaps be restricted? | ERS,<br>Then the action of sanitising the chairs before and after use must be done by those using the chairs. | 1st 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 | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| **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.<br>Keep hand sanitiser by the piano<br>Have a stock of anti-virus wipes for the piano keys. | ERS | 1st 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.<br>Update the contracts people need to sign to include this prohibited activity. | ERS | 1st 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 | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| **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 | The church is closed. Only the caretaker and maintenance personnel has been in the church. | Regular professional cleaning<br>Professional cleaning before and after events and hires take place in the church<br>Hires must provide a toilet cleaning schedule<br>Staff attendants to disinfect door handles etc. before and after events in the church.<br>Creation of a numbering cleaning system to help with the cleaning of door handles. | ERS to:<br>-schedule professional cleaning<br>-Making it clear to hirers to provide a toilet cleaning schedule before their hirer. Why do they need to provide a schedule? Is it not entirely their responsibility during the event, and we are in charge for the cleaning before and after? What are the consequences if no such plan is handed in? Alternatively, we could draw up a plan and ask them to sign it.<br>-Training staff attendants and hirers in how to clean.<br>-creating the cleaning system<br><br>Hirers: | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| | | | | -provide cleaning schedule and name the person who is responsible for this to be carried out.<br>-to regularly clean throughout their hire.<br><br>Staff Attendant<br>-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. How will this apply to artist residencies when the same people use the church for a longer period of time? | 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 that does not allow people to enter the building if they have coronavirus symptoms. | ERS to:<br>-write policy<br>-write policy into an agreement for the hirers | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| | | | This policy needs to be written into an agreement with the Hirer<br>There needs to be signs with this policy for people to see entering the church. | -to make signs<br><br>Hirer to:<br>-stop people from coming in | | |
| **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. | The church is closed. | There needs to be a written down procedure made aware to the hirer and written in a sign.<br>The procedure:<br>-If possible, the person unwell is able to go home, the entire church must be evacuated for 72 hours, and then a deep clean needs to happen before the next hire is in the hall.<br>-If the person needs to go to the hospital, they can wait in the church with a member of SCL staff. As soon as the person with the symptoms has been taken to the hospital, the church must be evacuated for 72 hours, then there must be a professional deep clean | ERS to:<br>-write the procedures<br>-to make all coming into the church aware of the procedures | 1st August | |

| 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 |
|---|---|---|---|---|---|---|
| | | | before the next hire/event can take place. | | | |
| **Social distancing unable to take place on the stairs, in the basement and in the toilets** | Droplets of the virus could stay in the air longer as the ceiling is lower and there's less ventilation in the basement.<br>The virus could also be passed on the handrail down the stairs, on the door handles, the locks and the flush. | Nothing. | -The building, especially the basement, needs to be ventilated regularly. For the basement, this means keeping the doors open.<br>-Door stops need to be kept for doors that can be open when members of the public are in.<br>-When possible, members of SCL staff are encouraged to open all the doors downstairs to help ventilate the area.<br>A cleaning schedule must be made by the Hirer and presented to the venue manager ahead of the hire starting. Again, I think easier if we provide the schedule for them to sign and commit to it.<br>Instructions on how to clean the handrail and doorknobs need to be made. | ERS needs to write instructions on how to clean the downstairs.<br>ERS needs to schedule | | |

| 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 |
|---|---|---|---|---|---|---|
| **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 other<br>SCL staff could spread it round the church<br>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. | Everyone is working from home | -The office door needs to stay open to ventilate the room (there needs to be a sign)<br>-Staff need to wear a mask when in the building, including the office (there needs to be a sign in the office); is this really necessary when working alone at your desk? Perhaps we could say no mask whilst sitting at the desk in the rest of the buidling, but have it on when moving around in the office, and then clean own desk with antibac wipes afterwards.<br>-Staff need to wash their hands immediately as they walk in the door, before they enter the office, and then frequently.<br>-Staff must sanitise their hands when leaving the office, even when just going to other parts of the building<br>-Staff must sanitise hand rails, doorknobs, taps etc before leaving the building | -ERS needs to make signs for the office<br>-ERS needs to put hand sanitiser and antiviral wipes need to be in the office<br>-ERS needs to create an easy to follow cleaning system for the upstairs, as well as downstairs for when staff leave the building<br>Could we have a box of single use mask in the office in case people forget theirs? | 1st August | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19