

COVID-19 RISK ASSESSMENT

CHURCH NAME: City Church Birmingham

Activity:	Greenfield Crescent Building
Description (including assumptions made for risk assessment):	Use of office building by City Church staff team

Assessment date:	3.8.20
New review due:	3.10.20

Assessor(s):	Claire Kendrew-Jones
Reviewer(s):	Susan Marriott, Mark Senior

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date	Done
Infected person attending office	1	Person infected with COVID-19 attends office, risking infection of others	Staff	<p>Staff members and visitors to building reminded to follow government guidance to self-isolate if displaying symptoms (high temperature, continuous cough, lost / altered sense of taste / smell). This will be done via email at the start of the year and by using signage at the entrance point. Anyone taken ill with COVID-19 symptoms while in the office to be sent home and advised to follow government advice and seek a test.</p> <p>If a person with a positive test has attended the building within the past 72 hours, the building will be shut for a further 72 hours and a deep clean will be carried out.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Y	Remind staff that symptomatic individuals should follow government guidance. If they are experiencing any symptoms, they should self-isolate and arrange to take a COVID-19 test	Harry Andrews		

Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected person	Staff	<p>Staff advised prior return to the office to refrain from physical contact outside of households / support bubbles (verbally and using signage.)</p> <p>Desks/chairs set out with 2m distance between households/bubbles. These will be assigned to specific members of staff - no hotdesking will be allowed. Where 2m distance cannot be reasonably achieved, chairs should be spaced out as much as possible, with at least 1m between them, barrier screens should be used, all staff should wear masks and the room should be adequately ventilated, through opening of doors and windows.</p> <p>Staff reminded to avoid lingering or having meetings in the hallways.</p> <p>The room capacity is stated on the door to each room - this should not be exceeded at any time.</p> <p>Markings provided outside the entrances to provide a guide as to where to stand.</p> <p>Kitchen should only be used by one person at a time.</p> <p>Each room will have a maximum occupancy on the door - staff should not</p>	Y	Harry Andrews		

Airborne transmission	3	Transmission of COVID-19 through airborne particles between households	Staff	<p>Staff should remain at their desk in their own office where possible, no hotdesking should occur.</p> <p>Where 2m distance cannot be reasonably achieved, chairs should be spaced out as much as possible, with at least 1m between them, barrier screens should be used, all staff should wear masks and the room should be adequately ventilated, through opening of doors and windows. Masks should be worn by all staff members in all areas of the office other than their own office space.</p> <p>All desks will be repositioned to face the wall - staff members should not move the furniture in their office or add any furniture to their office.</p> <p>Doors should be propped open to increase ventilation.</p> <p>Background noise should be kept to a minimum and staff reminded not to raise their voices unnecessarily.</p> <p>Each room will have a maximum occupancy on the door - staff should not enter a room if the maximum capacity has already been reached.</p>	Y				

Surface transmission	4	Transmission of COVID-19 through shared objects	Staff	<p>Staff advised to use hand sanitiser provided at entrance doors</p> <p>Shared objects should be avoided. Staff should use their own stationary or stationary obtained from the main office via Harry Andrews, rather than borrowing from other staff members.</p> <p>Personal items to be kept with their owners.</p> <p>Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately).</p> <p>Staff should keep desk and office area tidy and should aim to have all items stored in boxes at the end of each day, to allow for easy cleaning of the offices.</p> <p>All staff should use their own mug, crockery and cutlery - this should be washed after use and stored in their office area.</p>	Y				
	5	Transmission of COVID-19 through shared food	Staff	<p>Food and drinks can be brought by an individual for their own/household use where appropriate, but should not be shared between households.</p> <p>The kitchen may be used by staff however only one member of staff can enter the room at any given time and should clean any touchpoints after use (e.g. kettle, microwave, fridge door).</p> <p>Kettles will be provided in each office to reduce amount of time needed in the kitchen.</p>	Y				

	6	Transmission of COVID-19 through frequent touchpoints	Staff	<p>At the start of each day and once in the afternoon, all frequent touchpoints (lightswitches, door handles, chairs, tables) in common areas will be cleaned using appropriate cleaning materials (containing >65% alcohol or bleach). Cleaning materials will be available in each toilet and staff will be asked to clean the toilet after each use.</p> <p>Doors will be propped open to reduce need to touch handles.</p> <p>Paper towels will be provided in bathrooms and kitchens for drying hands and dishes - no teatowels or handtowels are to be used.</p> <p>If a person with a positive test has attended the building within the past 72 hours, the building will be shut for a further 72 hours and a deep clean will be carried out.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Y				
Transmission to the clinically vulnerable	7	Transmission of COVID-19 to those who are clinically vulnerable / extremely clinically vulnerable	Clinically vulnerable staff	<p>Staff reminded to follow government guidance if in high-risk / shielding categories (up to individuals to choose how to manage their own risk). This will be done prior to the office reopening. Those who cannot attend due to risk are to be supported in carrying out work from home.</p> <p>A risk assessment of individual staff has been carried out to assess office suitability.</p>	Y	Remind staff that high-risk / shielding individuals should follow government guidance	Harry Andrews		

