

COVID-19 RISK ASSESSMENT

Activity:	Tiverton Road Building
Description (including assumptions made for risk assessment):	Use of Tiverton Road Building by City Church elders

Assessment date:	18.09.20
New review due:	18.11.20

Assessor(s):	
Reviewer(s):	

Hazard category	Ref.	Hazard description	Who might be harmed
Infected person attending meeting	1	Person infected with COVID-19 attends meeting, risking infection of others	Staff elders & non-staff elders

Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected person	Staff elders & non-staff elders
Airborne transmission	3	Transmission of COVID-19 through airborne particles between households	Staff
Surface transmission	5	Transmission of COVID-19 through shared objects	Staff elders & non-staff elders

	6	Transmission of COVID-19 through shared food	Staff elders & non-staff elders
	7	Transmission of COVID-19 through frequent touchpoints	Staff elders & non-staff elders
Transmission to the clinically vulnerable	8	Transmission of COVID-19 to those who are clinically vulnerable / extremely clinically vulnerable	Clinically vulnerable elders

Wider outbreak in community	9	COVID-19 case at meeting leads to potential wider outbreak in the community	Staff elders & non-staff elders and wider community
	10	Local outbreak of COVID-19 raises baseline level of exposure at meeting	Staff elders & non-staff elders and wider community
Other safety hazards arising from COVID-19 control measures	11	Compromised fire safety due to doors being propped open	Staff elders & non-staff elders
Safety issues arising from lack of use of the building	13	Adjustments to entrances/exits and queueing system may affect accessibility	Elders with disabilities
	14	Legionella from stagnant water in pipes	Staff elders & non-staff elders
Operational issues	15	Key personnel become unavailable due to need to self isolate	Staff elders & non-staff elders

	16	Outbreak within the church forces cessation of resumed activities	Staff elders & non-staff elders
	17	Local outbreak forces cessation of resumed activities	Staff elders & non-staff elders

CHURCH NAME: City Church Birmingham

Existing controls	Acceptable (Y/N)	Further actions	
		Description	Owner
<p>Those invited to attend 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 in the invitation sent out and using signage at every entrance point.</p> <p>Anyone taken ill with COVID-19 symptoms during meeting 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 elders that symptomatic individuals should follow government guidance	Harry Andrews ???

<p>Elders advised prior to and at meeting to refrain from physical contact outside of households / support bubbles (verbally and using signage.)</p> <p>Chairs set out with 2m distance between households/bubbles. Where this cannot be reasonably achieved and meeting is deemed necessary, chairs should be spaced out as much as possible and all staff should wear masks, or appropriate barriers may be used.</p> <p>One way flow through the building to avoid people from different households meeting when passing through.</p> <p>Markings provided outside the entrances to provide a guide as to where to stand.</p> <p>When the meeting is finished, staff will be asked to leave promptly, avoiding interaction with those from other households.</p>	<p>Y</p>	<p>Disseminate finalised version of instructions to all elders by email.</p>	<p>Harry Andrews ???</p>
<p>Staff elders & non-staff elders directed to a specific assigned seat on arrival.</p> <p>Seating spaced 2m apart. All elders should wear masks.</p> <p>Elders will be reminded (prior to and during the meeting) not to socially interact with other households/bubbles.</p> <p>Background noise should be kept to a minimum and staff reminded not to raise their voices unnecessarily</p>	<p>Y</p>		
<p>Elders advised to use hand sanitiser provided at entrance doors</p> <p>No shared objects as part of meeting.</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>Y</p>		

<p>Elders advised that no food or drinks will be provided. Food and drinks can be brought by an individual for their own/household use where appropriate. All rubbish should be collected by the individual and removed from the premises when the meeting finishes.</p> <p>The kitchen may be used by elders however only one elder can enter the room at any given time and should clean any touchpoints after use (e.g. kettle, microwave, fridge door)</p>	Y		
<p>Prior to all meetings, all frequent touchpoints (lightswitches, door handles, chairs, tables) will be cleaned using appropriate cleaning materials (containing >65% alcohol or bleach). Cleaning materials will be available in each toilet and elders will be asked to clean the toilet after each use. Doors will be propped open to reduce need to touch handles. 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		
<p>Assessment of individual elder risk carried out and those who are in high risk categories advised appropriately.</p> <p>Elders 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 meeting.</p> <p>Online accessibility provided for those who cannot attend due to risk.</p>	Y	Remind elders that high-risk / shielding individuals should follow government guidance	Harry Andrews ???

List of elders attending each meeting kept to enable Track and Trace. Record to be kept for 21 days after meeting	Y		
In-person meeting to be cancelled in line with local guidance if required	Y		
Fire doors may be propped open when building is in use, but must be closed when building is empty. Responsible person for meetings to be reminded to close before locking the building (visually using signage and in standard operating procedure)			
Those who cannot use the one way flow due to lack of accessibility will be prompted to contact the church office. They will be given a time to arrive prior to other elders arriving and will be directed to stay until after others have left so that they can exit through the front door.	Y		
All taps to be run for at least 2 minutes and toilets flushed once weekly	Y	All taps to be run for at least 5 minutes when water supply has not been used for a period of two weeks or more.	
Where possible, multiple personnel should be ready to carry out the roles necessary for operation. Contact details for those planning to attend should be gathered so they can be contacted if meeting has to be cancelled.	Y	Arrange for stronger internet connection/Mesh so that meetings can be joined via Zoom	Harry Andrews ???

Contact details for those planning to attend should be gathered so they can be contacted if meeting has to be cancelled. Elders should be prepared to resume online activities where in person activities have to be cancelled.	Y		
Contact details for those planning to attend should be gathered so they can be contacted if meeting has to be cancelled. Staff should be prepared to resume online activities where in person activities have to be cancelled.	Y		

