

Location/area:

Coton Green Church & Coton Centre

Assessment Date:

6th July 2020

Pending Items Checklist	Control Measures from Risk Assessment	Proposed Comments and Actions highlighted in RED	Action by who?	Action by when?	Date Completed (Change on Risk Assessment to show completed)	Review Date
Psychological wellbeing	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.	Weekly zoom Meetings and What's app communication. Regular phone contact ad-hoc.	SLP/LS	On-going	6/7/20	Aug/20
	New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.	Staff mainly working remotely – communication ongoing weekly meetings.				
Virus transmission in the workplace	Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	N/A				
	An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.	See COVID Safe Building Checklist	SLP/LS	On-going	6/7/20	Aug/20
	Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.	Staff made aware on-ongoing basis weekly meetings.	SLP/LS	On-going	6/7/20	Aug/20
	Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry	Staff on the whole work on their own in their own designated areas	SLP/LS	On-going	6/7/20	Aug/20
	Staff activities are segregated to promote 2 meters distance.	Staff comply with social distancing.	SLP/LS	On-going	6/7/20	Aug/20

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	A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.	Funerals and Worship Meetings will have social distancing managed. Other meeting held by Zoom remotely.	SLP/LS	On-going	6/7/20	Aug/20
	Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.	N/A social distancing maintained at all times.	SLP/LS	On-going	6/7/20	Aug/20
	Staff bring their own provisions in for lunch.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	The kitchen is only to be used to provide water and washing up facilities. The use of the microwave and toaster will not be allowed. One in one out policy to maintain social distancing rules.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	PPE is considered for work processes where close contact is required.	Face Masks worn.	SLP/LS	On-going	6/7/20	Aug/20
Someone entering the workplace with COVID-19	Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.	DCS Water Hygiene	SLP/LS	On-going	6/7/20	Aug/20
	Maintenance providers follow social distancing	Insurance Inspections Post Office - leave post in post box Fire alarm maintenance Killapest	SLP/LS	On-going	6/7/20	Aug/20

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	Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers	On-going verbal re-iteration – staff meetings	SLP/LS	On-going	6/7/20	Aug/20
	Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations	ON-going communication	SLP/LS	On-going	6/7/20	Aug/20
Travelling to work	Sufficient parking restrictions to maintain social distancing measures in place.	Large car park – no problem	SLP/LS	On-going	6/7/20	Aug/20
Entry and exit to building	Entry and exits to the building/site are limited to the minimum number of points required.	On-going – front access door locked	SLP/LS	On-going	6/7/20	Aug/20
	Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.	No system in place yet				
	Access to the building/site been restricted to visitors and contractors etc.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Visitors confined to strictly defined areas and unnecessary movements around the building avoided.	DCS – water temperature checks Seaton Heating – Boiler House	SLP/LS	On-going	6/7/20	Aug/20
	Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Signs displayed reviewed and replaced as necessary.	On-going	SLP/LS	On-going	6/7/20	Aug/20
Cleaning Frequency	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.	On-going exiting maintenance schedule maintained.	SLP/LS	On-going	6/7/20	Aug/20

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Commonly touched surfaces	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Blinds be kept opened and if they cannot be removed.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Appropriate cleaning products are used during daily preventative clean regime.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	Any use of common work equipment is restricted and managed.	On-going	SLP/LS	On-going	6/7/20	Aug/20
Use of cleaning products	Persons undertaking the cleaning been instructed with clear safe usage instructions.	On-going	SLP/LS	On-going	6/7/20	Aug/20
Housekeeping	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.	On-going	SLP/LS	On-going	6/7/20	Aug/20
	PROCEDURE IN EVENT STAFF OR VISITOR BECOMES ILL WHILE IN BUILDING					
Staff member/visitor becomes ill	If a staff member/Visitor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell.	<u>They will be sent home and advised to the COVID-19: guidance for households with possible coronavirus infection guidance</u>	SLP/LS	On-going	6/7/20	Aug/20
	Procedure in the event of a confirmed case of coronavirus in Coton Green Church or the Coton Centre					

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Staff member/visitor confirmed case	If a staff member/visitor develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days	Their fellow household members should self-isolate for 14 days. All staff who display symptoms of coronavirus will be required to get tested for the virus. If the staff member tests negative, they can return to the setting and their fellow household members can end their self-isolation. If a staff member/visitor tests positive, the rest of the small group will be sent home and advised to self-isolate for 14 days	LS/Staff/Visitor			Aug/20
		The rest of the groups including staff and visitors will not have to self-isolate unless they too develop symptoms (by socially distancing people, and maintaining social bubbles, we aim to reduce the risk of infection.)	LS/Staff/Visitor			
		As part of the national test and trace program, if other cases are detected within the setting we will contact Public Health England's local health protection teams who will conduct a rapid investigation and will advise us on the most appropriate action to take. However, by observing guidance on infection prevention and control, which will reduce risk of transmission, it is hoped that closure of the whole building will not be necessary				

RISK ASSESSMENT REVIEW:

This risk assessment will be reviewed every two months or more frequently if changes to response arrangements mean that an intermediate review is necessary.

Carried out by:

Lindsay Scott

Date carried out:

6/7/20