

Risk Assessment: Covid – 19

Company name: Waterford House EF Church

Assessment carried out by: Kevin & Susan Tomaschek

Date of next review: 31st July 2020

Date assessment was carried out: 6th July 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
Entry and Exit of building	Everyone using the premises, through contact with persons and surfaces.	<p>Hand sanitiser for use upon entry and exit of building. Also access to soap and water in designated cloakrooms.</p> <p>Face coverings and gloves are available if required.</p>	<p>Regulate social distancing requirements and numbers able to attend.</p> <p>A register of all attendees will be kept for 21 days for NHS Test and Trace purposes. We will comply with GDPR.</p> <p>Windows to be opened to maximise ventilation, fans will be used as appropriate.</p> <p>All personal belongings to be kept with individuals at all times. (Coat racks not to be used).</p>	<p>Safety assistants (SA) These will be suitable church members.</p> <p>Susan Tomaschek</p> <p>SA's</p> <p>SA's</p>	12 th July 2020 and ongoing	11 th July 2020

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Entry and Exit of Building			<p>Entrance to building by main entrance doors only. Main hall double doors not to be used. Entry to main hall through rear hall doors only.</p> <p>Prompt exiting of the building and surrounding areas: rear hall through main doors, main hall through front fire doors. Exit from 'front' rows first.</p> <p>Sanitising of touched surfaces.</p> <p>Display appropriate signage and floor markings.</p>	<p>SA's</p> <p>SA's</p> <p>SA's</p> <p>Kevin & Susan Tomaschek</p>		7 th July 2020
Handling of books	As Above	Attendees should help themselves to the books.	Close off access to Bibles and Hymn books.	Kevin & Susan Tomaschek	12 th July 2020	7 th July 2020
Use of library room	As Above	None	Restrict access to room – see SA if use required. If room is used for any reason, it must be sanitised.	SA's	12 th July 2020	7 th July 2020

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			Remove soft toys and restrict access to all other toys and children's activities. Display appropriate signage.	Kevin & Susan Tomaschek		7 th July 2020 7 th July 2020
Toilets and Kitchen	As Above	Fabric towels have been replaced with biodegradable paper towels.	Ladies toilet and kitchen will be closed to avoid pinch point in narrow corridor. Disabled toilet will be available for use by females. Display appropriate signage. Clean and sanitise after church services as necessary.	Kevin & Susan Tomaschek SA's	12 th July 2020	7 th July 2020 7 th July 2020
Seating	As Above	None	Lay out of chairs changed to comply with social distancing. SA's to regulate seating of attendees to comply with social distancing. Children to be supervised by parent/guardian at all times.	Kevin & Susan Tomaschek SA's	12 th July 2020	7 th July 2020

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			Sanitising chairs after services.			
Monetary offerings	As Above	None	A collection box will be located in the main entrance hall and main hall by fire exit. Use of gloves by person/s handling the boxes and monies.	Designated Church members	12 th July 2020	
Food and Drink	As above	Usual health and hygiene rules.	Refreshments are not being provided for the foreseeable future. This risk assessment will be updated before communion is provided.	Elders/Deacons	12 th July 2020 on going.	
Cleaning	As above	Usual hygiene rules.	Put up a visible cleaning schedule that is kept up to date. See actions under each heading and per general cleaning rota.	Susan Tomaschek Cleaners and SA's	12 th July 2020	7 th July 2020