

# Buxton United Reformed Church



## Covid 19 Risk Assessment

### Introduction

For each area of risk that we are able to identify, we have assessed the likelihood of the risk occurring and the impact it would have if it did occur.

Items have been scored on a scale from 1 to 5 and multiplied together to get a Risk Score. Then steps have been identified that can reduce or remove the risk.

Whilst we can make adaptations to the building we require the co-operation of all users to comply with the government's requirements on such things as wearing face coverings, social distancing, handwashing and general behaviour. This risk assessment has been prepared with that in mind so responsibilities for the building fall on the church but responsibilities for people's behaviour and use of the building fall on the organisers of the events taking place in it.

**IMPACT:** 1 insignificant; 2 minor; 3 moderate; 4 major  
**LIKELIHOOD:** 1 remote; 2 unlikely; 3 possible; 4 likely; 5 highly likely  
**LEVEL:** 1-4 acceptable; 5-8 undesirable; 9-14 unacceptable; 15-20 catastrophic

### DEFINITIONS AND ACTIONS BY:

**CT** = CARETAKER; **PS** = PROPERTY STEWARDS; **ELDRS** = ELDERS & LEADERS; **RUGS** = RESIDENT USER GROUP STEWARDS (THIS INCLUDES LEADERS OF USER GROUPS WHO HAVE RENTED A ROOM IN THE BUILDING); **LO** = LETTINGS OFFICER

NUMBER	TYPE	RISK	IMPACT	LIKELY	LEVEL	MITIGATE	IMPACT	LIKELY	RESIDUAL	NOTES
1	people	Not complying with Government and other authorities' requirements	3	5	15	ELDRS to keep watch on daily government announcements and update and re-publish this document when required to do so; notify CT, LO and PS	3	1	3	
2	People	RUGS not keeping records of their attendees	3	4	12	RUGS to ensure all attendees sign in on their record sheets and/ or use NHS Test & Trace QR codes on doors	3	1	3	

3	People	RUGS not complying with government requirements and URC requirements on maximum numbers.	3	5	15	RUGS have responsibility to ensure that their attendees are behaving in a safe manner. PS and CT to monitor numbers. ELDRS to decide on maximum group numbers for the building. RUGS to sign Covid Declaration when making a booking. LO	3	1	3	The building current maximum is 10 per group but this is sometimes overridden by the government "rule of six"
4	people	Running out of sanitising supplies	4	2	8	CT to inform ELDRS in advance of when new supplies are needed	1	1	1	
5	people	Alterations to layout in order to maintain current Government social distancing measures mean a clear evacuation route is not obvious or needed to be changed	2	4	8	Display clear signage and ensure the identified route is free of obstruction and accessible to all PS	2	1	2	
6	people	Seating in areas to be used is too close together.	3	4	12	Remove excess chairs and stack safely, or tape off with hazard tape or similar CT	1	2	2	
7	property	Electrical and heating systems ( including emergency lighting) not fully functional	2	4	8	All systems to be checked and signed off weekly PS	2	3	6	
8	property	Items stored and displayed on surfaces makes cleaning regime difficult	4	2	8	Clear surfaces as much as possible and move items to safe storage CT/ RUGS	1	1	1	
9	property	High value items at risk of theft	2	3	6	Secure items that are not needed (such as audio-visual equipment).PS / CT Ensure the premises are staffed and supervised whilst open to the public. ELDRS	1	1	1	May not always be practicable

10	Service delivery	Insufficient staff/volunteers available to supervise the premises whilst open for church functions	4	4	16	Building only opens if a responsible person in place ALL	1	1	1	
11	people	Items may be handled by more than one person, increasing the risk of cross contamination	4	4	16	Remove/secure hymn-books, Bibles, magazines, pens, prayer request books, magazines etc. Produce single-use/disposable printed sheets RUGS / CT  Hand sanitisers in place at exit and entrance for mandatory use when entering and leaving the building CT/RUGS	2	2	4	
12	property	Issues with outside of building	3	3	9	Check guttering/ downpipes/gullies PS Check plants and other obstructions not across walkways CT	3	2	6	
13	people	Flow of people within the church causes congestion or makes social distancing impossible	4	3	12	Produce guidelines ELDERS Maximum two simultaneous bookings LO	4	2	8	Done
14	people	Excess rubbish build up at the premises	4	3	12	Rubbish cleared CT RUGS PS Replace all inside bins with automatic open and close lids to minimise touch point PS Bins regularly emptied CT	4	1	4	

15	legal	Safeguarding information missing or out of date	4	2	8	Ensure safeguarding poster and statement of policy, including contact details for local safeguarding co-ordinator are displayed prominently PS	4	1	4	
16	people	Too many people gather in the building.	4	4	16	Control numbers entering the church (agreed by the ELDRS ) and PS fully aware and trained and briefed in the protocol LO	4	1	4	
17	people	Those using the building don't respect distancing guidance.	4	3	12	Place 2-metre distancing marks outside the building where possible and inside the building. Display clear signage at the entrance and throughout the space about maintaining distancing during their visit, including when greeting others. PS RUGS	4	2	8	
18	legal	People attend who have symptoms that could indicate coronavirus	3	5	15	Warning signs on entrance doors. PS  Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation. RUGS PS  Wear face coverings ALL	2	4	8	It is likely that some people with mild symptoms will still attend
19	people	Congestion at choke points prevent distancing being respected	4	5	20	Divide building into 2 separated zones PS Stagger start / end of sessions LO Ensure all relevant signage and floor marking in place PS RUGS	4	2	8	

20	people	A person known to be on the sex offenders' register attends an event	3	2	6	Known offenders are not to be admitted without socially distanced supervision RUGS	3	1	3	
21	Service delivery	Nominated person not in place to ensure regular cleaning	4	3	12	Delay opening until volunteers are in place. CT LO RUGS  Follow current Government guidance on cleaning in a non-healthcare setting CT RUGS	4	1	4	
22	people	Cleaning person unable to comply with safe working practice for cleaning	4	2	8	Ensure that cleaners are properly briefed on a safe method of cleaning.  Provide gloves and aprons for those using cleaning materials.  Use warm soapy water for wiping surfaces but be aware that it might conflict with preserving historic artefacts.  Hands must be washed thoroughly after removing and disposing of PPE PPE MUST be disposed of in designated receptacle.  Waste must be double-bagged and securely stored for 72 hours before being placed in bins. CT RUGS	4	1	4	
23	Service delivery	Materials not available to clean surfaces properly	4	1	4	Delay opening until materials are available. CT RUGS	4	1	4	

24	property	Contamination from high-touch areas such as door handles and switches	4	5	20	<p>Implement a practice of cleaning high-touch areas frequently CT RUGS</p> <p>Clean at end of each session and when the building is closed for the day. CT RUGS</p> <p>Within a zone and subject to fire safety and security, use wedges/hooks to hold doors open and ensure doors are closed when the building closes to maintain fire safety. CT RUGS</p>	4	2	8	
25	people	Someone with Coronavirus is found to have visited the building	4	3	12	<p>Close the building immediately for min.72 hrs. CT LO</p> <p>After that period all surfaces are washed with warm soapy water or household disinfectant CT</p> <p>CT LO to liaise with lettings groups NHS and relevant authorities</p> <p>Double bag waste and store it securely for 72 hours before placing it in bins.</p> <p>Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin CT RUGS</p>	4	2	8	Refer to government regulations on isolation.

26	people	People may carry Coronavirus into the building on their hands	4	4	16	<p>Require everyone to sanitise or wash their hands upon entry. CT</p> <p>Use soapy water for hand-washing on arrival with disposable paper towels which must be double-bagged and stored securely for 72 hours before putting them into outside bins RUGS CT</p> <p>Display clear signage on the importance of washing hands regularly &amp; avoiding face touching. PS</p>	4	2	8	
27	property	Toilet facilities cannot be cleaned adequately between users	4	4	16	<p>Notices to users to minimise contact with handles, taps, surfaces, PS</p> <p>person in charge of session ensures periodic cleaning during session if necessary RUGS</p>	4	2	8	
28	property	Increased risk of airborne transmission of disease	4	4	16	<p>Limit the duration of opening times and ventilate the building during and between opening times where possible LO RUGS CT</p>	4	2	8	
29	people	Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	4	3	12	<p>Send person home at once, RUGS RUGS to notify LO and ELDRS</p>	2	3	6	<p>1.see 25 above 2. refer to government regulations on isolation</p>

