



Site: ECF BUILDING				Assessment No: c-19/ 01		Prepared By: Chris Bartlett Position: Trustee – H&S Signature: Control supervised by: Deacons Signature: Notes: Likelihood of harm: High =3; Possible = 2; Unlikely = 1 Severity of harm: Major injury/death =3; Notifiable = 2; Minor Injury = 1 Where residual risk is greater than 3 then a procedure is required. Where residual risk is greater than 5 then the responsible person to be contacted A Responsible Person is a person who is a core leader						
Activity: PROTECTION AGAINST SPREAD OF COVID-19				Date: 04-Jul-20								
Location: Entire property				Review Date: 19-Jul-20 Revision 01								
Persons exposed: reference is made to government guidance published 29-Jun-20 and updated on 04-Jul-20 ECF members Other workers Young persons Public/Visitors Total number at risk:												
Hazards with potential for harm												
Electricity	<input type="checkbox"/>	Public	<input type="checkbox"/>	Burns	<input type="checkbox"/>	Disease	<input checked="" type="checkbox"/>					
Pedestrian/vehicles	<input type="checkbox"/>	Falls of material	<input type="checkbox"/>	Fire/explosion	<input type="checkbox"/>	Overhead services	<input type="checkbox"/>					
Young people	<input type="checkbox"/>	Noise/vibration	<input type="checkbox"/>	Distance driving	<input type="checkbox"/>	Adverse publicity	<input type="checkbox"/>					
Lone working	<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Missing person	<input type="checkbox"/>	Manual handling	<input type="checkbox"/>					
Activity on/near water	<input type="checkbox"/>	Dust	<input type="checkbox"/>	“Sharps”	<input type="checkbox"/>	Unstable ground	<input type="checkbox"/>					
Falls from height	<input type="checkbox"/>	Heat	<input type="checkbox"/>	Vulnerable people	<input checked="" type="checkbox"/>	Confined spaces	<input type="checkbox"/>					
Falls on level	<input type="checkbox"/>	Lifting operations	<input type="checkbox"/>	Poor lighting	<input type="checkbox"/>	Adverse weather	<input type="checkbox"/>					
Other Hazards (specify) (The above list is intended as a guide and is not exhaustive) Covid-19												
1	2	3	4	5			6	7	8	9	10	
Hazard (from list above)	Factors of harm		Risk	List Control Measures and reference method statement as applicable			Factors of harm		Residual risk	Control by	Procedure	
	Likelihood	Severity	Multiple of cols 2 & 3				Likelihood		Severity	Multiple of cols 6&7		Initials of supervisor
	See notes						See notes					

Proximity between people, <2m	3	3	9	<p>To maintain safe distancing –</p> <ul style="list-style-type: none"> ▪ Install hazard tape line marking at 2m inside building as per attached drawing ▪ Apply spray paint line marking at 2m in car park and in front of building on pavement ▪ Install safe distancing signage “min 2m” around walls and at doorways ▪ Install “priority direction” signage at doors and corridor – as attached drawing ▪ Install “no entry” signs (as drawing) to the following rooms <ul style="list-style-type: none"> ○ Storerooms facing onto the main hall ○ Classrooms facing onto the main hall ○ Lower ground floor area ○ Staircase from the main hall – except for emergency egress ▪ Maximum numbers of people in each room as follows – refer drawing ▪ Main hall – refer to activity risk assessments – capacity of building with 2m social distance ▪ Platform to be removed from main hall and stored in the adjacent classroom ▪ Ensure 2m between seating is maintained between household groups or ‘support’ bubbles ▪ Foyer – 6 people – remain outside of the marked thoroughfare ▪ Cloakroom – 1 person ▪ Disabled WC – 1 person ▪ Female WC – 2 persons <ul style="list-style-type: none"> one WHB to be taken out of use ▪ Male WC – 2 persons <ul style="list-style-type: none"> centre urinal to be taken out of use right hand WHB to be taken out of use ▪ Kitchen – 2 persons (to allow for passing) ▪ Crèche room – 1 bubble ▪ No loitering in building – leave when activity is over, except for those who are tasked with cleaning and securing the building ▪ Households, families or ‘support bubbles’ are permitted to sit in groups ▪ All seating to face in the same direction – facing forwards ▪ No live singing is permitted within the building – streaming of music can be used ▪ Live speakers must stand >3m from the front row. They must not shout – use PA sound system. ▪ Consideration of live speakers if protected by Perspex clear screen ▪ Refer to attached drawing for WC queuing space in foyer area ▪ Consider duration of services – should be kept as short as practicable to allow the service to take place 	2	2	4	Max persons = capacity of building with 2m social distance	
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Cross contamination through touching of surfaces	3	3	9	<p>Refer separate risk assessment and schedule of surfaces for cleaning</p> <ul style="list-style-type: none"> Normal cleaning materials and equipment to be used (as advised in the government guidance) Avoid sharing of equipment and ceremonial items Doors to be held/ wedged open – secured in the event of an emergency or vacating the building Sanitising stations are to be deployed (with waste bins) as per the attached drawing Use of coat-hanging stand is prohibited Remove surplus soft seating in main hall and store in LGF area Remove soft seating from foyer Retained soft seating in main hall to be allocated by name tag to one individual person If use of main hall permits unnamed persons to use soft seating, there must be 3 (THREE) clear days between use/ handling, or, Covid-19 cleaning Disabled WC to be cleaned after each use Female WCs - toilet pans to be cleaned after each use Male WCs - toilet pan to be cleaned after each use Hard surfaces Disposable impermeable gloves are to be worn for washing and drying up Rooms to be well ventilated by opening windows – fan should not used 		2	4	Maintain safe distance > 2m & PPE Min nos. Of people in rooms	Cleaning regime and RA required
Forming of crowds at entrance/ exit/ car park	2	3	6	<ul style="list-style-type: none"> Arrival at building – <ul style="list-style-type: none"> An “officer” will be deployed at the entrance to control arrival and record People will be encouraged to clear the building and entrance on completion of activities/ services Parking is permitted in the rear car park, but people are required to driveway to others to maintain safe distancing Road line markings are to be provided along each kerb line on the driveway with the following convention – Walking up to the building entrance will be along the left hand side (LHS) (looking up hill) in single file Walking back to cars on leaving will be along the RHS (looking up hill) in single file. Direction of travel arrows to be sprayed onto the tarmac People wishing to attend must give prior notice to attend to designated person (to be advised) <ul style="list-style-type: none"> People can “block book” People arriving unannounced will be turned away unless there is sufficient seating 	2	1	2	Maintain safe distance > 2m Max persons= 30	

COVID-19 GENERAL

Test & trace	1	1	1	<ul style="list-style-type: none"> Records of attendees will be retained for 21 days Attendees to be encouraged to scan QR code These records are to be retained by either the safeguarding lead or assistant safeguarding lead In the event of a test and trace call by the NHS is received, details will be provided to them 	1	1	1	Maintain record keeping	To be maintained for 21 days Register is required to capture name/ date/ contact no/ address
Use of the government 1m plus distancing	3	3	9	<ul style="list-style-type: none"> This approach is to be discouraged and if the need arises then the following precautions must be taken – <ul style="list-style-type: none"> Face coverings are to be worn at all times irrespective of social distancing Minimum safe distancing to be 2m Subject to activity – disposable gloves are to be worn 	2	3	6	To be assessed if needed HOLD POINT	Separate RA required
Vulnerable people are at a heightened risk of contracting Covid-19 virus	3	3	9	<ul style="list-style-type: none"> Vulnerable people are discouraged from attending – government advice permits access at individual risk Written confirmation of choice is required 	2	3	6	Individual to confirm	Letter required and to be securely stored with Safeguarding lead
Clinically extremely vulnerable people (who are shielding) are at the highest risk of contracting the Covid-19 virus	3	3	9	<ul style="list-style-type: none"> People who are shielding and/ or have received letters from the NHS should be encouraged to consider attendance by live streaming 	2	2	4	Declare to be given	Proof by correspondence
Displaying Covid19 symptoms	3	3	3	<ul style="list-style-type: none"> Anyone showing symptoms should not attend and self-isolate Consider alternative means of participation, e.g. live streaming Should an individual start to display Covid-19 symptoms, they leave the building immediately and request testing 					
First aid treatment	3	3	9	<ul style="list-style-type: none"> Refer to St Johns/ Red Cross guidance – see separate risk assessment 				PPE	Separate RA required to provide actions & procedure
Food, drink and consumables	3	3	9	<ul style="list-style-type: none"> Where possible sharing of food and drink should be avoided If required to handle consumables – wash hands before and after or wear protective impermeable gloves Distribution of consumables should be done in a way that avoids contact Crockery & cutlery should be disposable if possible, or handled by one person only including washing and drying by draining only 	2				
Other Risk Assessments				<ul style="list-style-type: none"> RA's for other activities will reference back to this overarching RA 					

- Items in red need an explanation as to their meanings
- Items in green . . . do we need these for ECF? Surely our concern is only the residual risk . . . and any part of the paperwork we can simplify the better?
- Items in blue . . . is this the correct term? Or should it be hazards?
- I have altered list of hazards to be tick boxes which can be used on electronic copy.