

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

<b>Pantiles Baptist Church Covid 19 – Safe Return to work - Risk Assessment</b>			
Premises	Pantiles Baptist Church 73 Frant Road Tunbridge Wells		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Volunteers</li> </ul>		
Tasks and activities covered by this risk assessment:	This risk assessment covers all activities and processes required to allow safe return of staff and volunteers to work at the Premises		
Name of person completing this risk assessment:	A Hannan (Deacon)	Date of completion:	09/07/20
Risk assessment approved by:	Elders and Deacons (By signature of Church Secretary)	Date of approval:	09/07/20
Date risk assessment to be reviewed by:	09/10/20	Risk assessment no:	1
Record of risk assessment reviews			
Date of review		Reviewed by:	Comments / date of next review:
Date of review		Reviewed by:	Comments / date of next review:
Date of review		Reviewed by:	Comments / date of next review:
<p><b>This risk assessment</b> is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and volunteers of the Church in line with the government guidance.</p> <p>The Church’s full response to the government guidance <i>Working safely during COVID-19 in offices and contact centres: COVID-19 secure guidance for employers, employees and the self-employed 14 June 2020</i> is set out in our document: <i>Pantiles Baptist Church: working safely during coronavirus</i></p>			

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
Security of Premises	Staff and volunteers	The Pastor lives on site and will enter the Study via the pathway at the North side of the church hall and across the open car park. There is no passing on the central stairway to the car park.				
Evacuation	Staff and volunteers	In the event of fire, the workforce must evacuate via the passageway to the North of the Hall.				
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, and volunteers may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>Staff and volunteers</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<p>If a member of staff or volunteer becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the <a href="#">stay at home guidance</a>.</p> <p>If a member of staff or volunteer is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent.</p> <p>Where a member of staff or</p>				

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		<p>volunteer tests positive for COVID-19, the rest of the workforce should be sent home and advised to self-isolate for 14 days. The other household members of the workforce do not need to self-isolate unless the workforce member they live with in that group subsequently develops symptoms.</p>				
<p>Failure to implement suitable social distancing measures – Office and Study</p>	<p>Potential spread of COVID-19 between staff and volunteers.</p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• maintain social distancing at all times. Currently this is 2 metres</li> <li>• put up signs to remind workers and visitors of social distancing guidance</li> <li>• avoid sharing workstations</li> <li>• the pastor and volunteer will normally work alone in the study and office respectively and will gain access to their workspaces using 'their' room's external door.</li> <li>• when the Pastor needs access to the office he will wait until the space has been vacated by the volunteer and any items will be cleaned before they are touched</li> <li>• when the door connecting the two rooms is open, the</li> </ul>				

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		<p>pastor and volunteer will maintain more than the minimum social distance</p> <ul style="list-style-type: none"> <li>• a flow of fresh air will be maintained through open doors, windows or vents.</li> </ul>				
Cleaning	Staff and volunteers – spread of virus	<p>Staff and volunteers will clean</p> <ul style="list-style-type: none"> <li>• toilet facilities: after use including wiping hand rails and door handles.</li> <li>• office equipment and surfaces in the Office and Study: cleaned regularly at the end of the day</li> </ul> <p>Cleaning materials and equipment will be kept on site at the Church.</p>				
Lunch	Staff and volunteers – spread of virus	<p>If the pastor or a volunteer lunches in the office they will bring their own packed lunch which will be stored in the fridge in the office.</p>				
Hand washing/ sanitisation	Staff and volunteers – spread of virus	<p>We will</p> <ul style="list-style-type: none"> <li>• Use signs and posters to build awareness of good handwashing technique, the</li> </ul>				

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		<p>need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <ul style="list-style-type: none"> <li>• encourage people to follow the <a href="#">guidance on hand washing and hygiene</a></li> <li>• provide hand sanitiser and paper towels in the Study and Office and WCs.</li> <li>• Ensure WCs have hand drying facilities – both paper towels or electrical dryers.</li> <li>• Set clear use and cleaning guidance for toilets to ensure they are kept clean. As a maximum of 2 persons will be on site, they can easily coordinate to maintain social distancing.</li> <li>• frequently clean and disinfect objects and surfaces that are touched regularly</li> <li>• collect rubbish from the Office and Study daily, or more frequently if soiled items are discarded.</li> </ul>				
First Aid	Staff and volunteers – injury	All first aid must be recorded in the Accident book in line with church policy.				

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		<p>Actions taken during an incident or emergency will reflect the social distancing principles as far as possible</p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>				
<b>Symptoms of Covid - 19</b>	Staff and volunteers – spread of virus	<p>Any workforce member showing signs of Covid will be required to leave the site immediately.</p> <p>Tracing and notification to members of the workforce in line with government guidelines published at that time.</p>				
Wellbeing/ Welfare of Staff	Staff and volunteers – spread of virus	<p>Staff are expected to distance themselves within the welfare area and wipe down shared equipment after use.</p> <p>Signs will be placed in the</p>				

## Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		<p>workplace to remind and instruct staff and volunteers about distancing, cleaning etc</p> <p>No face to face meetings to take place – all meetings to continue remotely via teams.</p> <p>Staff to adhere to social distancing with each other.</p>				
People on site	Staff and volunteers – spread of virus	<p>We will:</p> <ul style="list-style-type: none"> <li>• not permit visitors to enter the premises, for example, interaction with church members will be over the phone or using electronic media</li> <li>• arrange maintenance by volunteers and contractors visits in a way that avoids interaction/ overlap between people and ensures contractors follow proper operating methods while on site.</li> </ul>				
<b>Other considerations:</b>	Staff and volunteers – spread of virus	<p>The workplace will be occupied by a maximum of 2 staff at any one time. There will be no visitors.</p> <p>PPE, including face coverings is not considered necessary for the present operations of the</p>				

Pantiles Baptist Church Covid 19 – Safe return to work: risk assessment

		workforce in this workplace.				
--	--	------------------------------	--	--	--	--