

Risk Assessment – Coronavirus

Activity Assessed: Working in the Archdiocesan office

Assessment Date: 11/06/20

Name of Assessor: Kevin Harvey

Assessment Reference: C001 Version 5

Review Date: 11/07/20 Or following an accident, significant process changes, or a change in government advice.

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	General work duties	All members of staff - Potential infection with COVID-19 by contact with an infected person, or by contaminated goods.	<ul style="list-style-type: none"> Staff to work from home where practicable. Staff with symptoms of COVID-19, or who are living with someone with symptoms are to stay at home for the required period set by the government. Signage is in place at the entrance to the building to ask visitors and staff not to enter if they have any symptoms of Covid-19 and providing guidance in line with government guidance Members of staff asked to confirm in writing that they will comply with protocols for returning to work safely during Coronavirus restrictions 	2	4	8	Low	<ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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			<ul style="list-style-type: none"> Line managers confirm with their staff each day that they do not have any symptoms of Covid-19 (high temperature, new, continuous cough, loss or change to sense of smell or taste). If symptoms of COVID-19 develop during a work period, the line manager is informed immediately, and the work of that person will stop. The person with symptoms will go home and phone 111 for further advice and get tested if necessary. The line manager should inform the Health and Safety Co-Ordinator and a member of the HR Team that the member of staff has gone home. The office work area will be cordoned off until the surfaces have been disinfected by the cleaning team following appropriate protocols and in line with government guidance with Personal Protective Equipment to be worn. 								

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			<ul style="list-style-type: none"> All staff are allocated specific arrival and departure times to reduce congestion in communal areas. The opening times of the offices are flexible and will be extended by department heads if necessary, to accommodate staff requirements. Staff are to park in the front car park to simplify access and egress. All cars to be driven in and reversed out of parking spaces when leaving to maintain social distances. Staff to wash or sanitise their hands on entering and leaving the office. Good hand hygiene is also required throughout the day, particularly after contact with goods in communal areas i.e. stair handrails, also after coughing, sneezing, and blowing of nose. 								

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			<ul style="list-style-type: none"> • Additional sanitising dispenser have been distributed throughout the building. • Signage has been installed to inform building users of our new policies i.e. wash your hands, always maintain 2m, do not touch your face with your hands etc. • Congestion whilst accessing the various floors is reduced with a new one-way system. Staff are to use the main entrance for entering the building and the fire escape by reception for leaving the building. The stairs by meeting room 7 are used to go up a floor, the stairs by reception are for going down a floor. • No access to the conference side of the site is permitted without prior agreement. 								

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			<ul style="list-style-type: none"> The passenger lift is only to be used by those with mobility difficulties and is to be occupied by one person at a time. Staff will only work in areas where 2m social distancing can be achieved. All desk equipment is classed as personal and not to be shared. No shared hat & coat hooks will be permitted. Staff are encouraged to bring flasks and cool bags to work for refreshments, rather than using a communal kitchen area. Cleaning products and signage will be placed next to kitchen areas to advise members of staff to clean all contact points on kettles, taps, fridges etc. before and after touching. 								

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			<ul style="list-style-type: none"> • Cleaning and disinfecting products are available on all floors and are to be used by all staff within their personal areas i.e. computer, desk, phone, handles on chair etc. In addition, adjacent desks, and equipment. Staff are also required place any rubbish they have generated into a plastic bag and dispose of it in the industrial bin located by the new egress door from the office. • The cleaning specification for the offices to be shared with staff to ensure there is clarity around responsibility for cleaning personal work area and responsibilities of the cleaning team for communal areas • Communal equipment i.e. photocopiers, window poles etc are to be disinfected prior to, and after use. 								

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			<ul style="list-style-type: none"> To aid the cleaning regime, all staff are encouraged to minimise the amount of goods on their personal and shared surface (goods not regularly used are placed in draws and cupboards). Staff employed for cleaning duties are following an enhanced cleaning regime and are regularly using disinfectant on high contact areas such as kitchens, toilets, door handles, handrails, reception chairs & tables etc. cleaners will also ensure there is a regular supply of cleaning material. Guidance and recommendations for office cleaning is considered by the H&S coordinator. Compliance with the cleaning specification is monitored daily. Office staff are to inform a named member of staff with any ad-hoc cleaning request such as spillages. 								

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			<ul style="list-style-type: none"> • Cleaning equipment storage areas to remain unlocked to ensure access to cleaning equipment throughout the day. • Complaints or suggestions on improvements to office cleaning must be directed to line managers for further consideration and action. • Line managers ensure windows and doors are opened to improve ventilation (staff must dress appropriately to manage changes in temperature) Fire doors are to remain closed unless they are connected to the fire alarm i.e. adjacent to the lift. • Window opening poles to be used by one member of staff in each area to minimise risk of infection and must be sanitised before and after use if used by another member of staff. 								

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			<ul style="list-style-type: none"> • Light remote controls to be operated by one member of staff in each area to minimise risk of infection and must be sanitised before and after use • Staff are to remain in their own work area as far as possible i.e. phones, emails, video meetings etc will be used to communicate to staff in other areas when practicable. • If staff must leave, their workstation they will do so by the shortest route and maintain a vigilance for other staff to ensure 2m is maintained. • Hot desking is not permitted. • Staff who are working on a rota system are to maintain the contact with the same colleagues as far as possible i.e. they must limit the amount of contact with different colleagues. 								

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			<ul style="list-style-type: none"> • Should members of staff wish to leave the building during lunch breaks they must ensure they continue to maintain social distancing measures and to notify departure and return times by emailing attendance@rcaol.org.uk • Staff are encouraged to eat their lunch at their own workstation and to bring appropriate covering for the desk and crockery. • Desks to be cleaned after using to each lunch or snacks. • Meeting room 1 is available to eat food if necessary. Furniture used within meeting room 1 must be disinfected on entering and leaving by the individual user. • Social distancing will apply, if the seats are occupied then access cannot take place and staff must queue whilst maintaining a 2m distance from the door and others. 								

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			<ul style="list-style-type: none"> All toilet doors have a hook installed at the entrance and staff must place their lanyard on the hook before entering to indicate to other staff that the toilet is engaged. Staff only enter if the room is not occupied (all toilets are now one person at a time regardless of the number of cubicles and basins). 								
2	Cleaning the establishment	Cleaning staff - Infected with COVID-19 by an infected person, or by contaminated goods.	<ul style="list-style-type: none"> General work duty principles are to be followed. The cleaning schedule is to be followed taking normal precautions / PPE i.e. COSHH risk assessment produced from the chemical data sheets. If an object was considered contaminated with body fluids of a symptomatic person of COVID-19, then they are to be cleaned and disinfected following the guidance provided by the government 'Cleaning in non-healthcare settings. 	2	4	8	Low	<ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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			<ul style="list-style-type: none"> All waste material from the cleaning process is double bagged and placed in the industrial bins. Any concerns around cleaning protocols, issues with communal areas, products, methodology to be reported to line manager. 								
3	Reception staff	Infected with COVID-19 by an infected person, or by contaminated goods.	<ul style="list-style-type: none"> General work duty principles are to be followed. A glass screen is in place to reduce the likelihood of staff being infected by COVID-19 whilst talking to staff & visitors. Access via the side of the reception desk has been closed off with a glass door to reduce the chance of infection. Access to the reception desk / print room is restricted to staff who work there. Reception staff wash or sanitize their hands regularly, particularly after opening mail or dealing with goods delivered by others. 	2	4	8	Low	<ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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			<ul style="list-style-type: none"> All surfaces are to be kept free of goods as far as practicable to enhance the cleaning regimen. 								
4	Travelling	Employees - Infected with COVID-19 by an infected person, or by contaminated goods.	<ul style="list-style-type: none"> General work duty principles are to be followed. Traveling is only permitted if essential i.e. task of a key worker, or to carry out critical work that cannot be performed remotely e.g. by video/telephone conferencing. Authorisation must be sought from line managers for all work-related travel, prior to the journey being undertaken. Private single occupancy traveling is utilised where possible. Using public transport is reduced as far as possible, takes place during off peak times, contactless payment is used, face coverings to be used in accordance with government guidance from 15th June 2020. 	2	4	8	Low	<ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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5	Visiting other properties	Employees - Infected with COVID-19 by an infected person, or by contaminated goods.	<ul style="list-style-type: none"> • General work duty principles are to be followed. • Visits are only permitted following authorisation from each Section Head, or at the direction of their managers. • All visits are to be planned and verbal checks made to ensure the building to be visited does not contain people infected with COVID-19, or with people self-isolating because they have been in close contact with persons who are infected. • Verbal checks are made to confirm whether there are any areas at the site that need to be avoided • Hands are washed / sanitised before traveling and on completion of the visit. • Hands are not used to touch the face unless they are clean. 	2	4	8	Low	<ul style="list-style-type: none"> • Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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			<ul style="list-style-type: none"> Time spent at the site is kept at a minimum. Two metres away from others is always maintained. If at any time the visit is considered unsafe it will be stopped immediately and convened at a later stage after further consultation including discussion with line manager. 								
6	Visitors to the site who will increase the amount of potential contact	Employees - Infected with COVID-19 by an infected person, or by contaminated goods.	<ul style="list-style-type: none"> Contractors and general visitors only attend site when necessary and by appointment. The length of time a visitor is at the site is kept to an absolute minimum. 	2	4	8	Low	<ul style="list-style-type: none"> Clear guidance on social distancing and hygiene is given to visitors on arrival. 			
7	Stress, fear, and anxiety due to the coronavirus pandemic	Employees – Poor mental health from worrying about child and family care, bereavement, whether the work environment is safe.	<ul style="list-style-type: none"> Staff to inform their line manager of any issues, queries, or proposed improvements to this risk assessment. Staff to have information provided prior to the return i.e. risk assessment and measures that are in place. 	2	4	8	Low	<ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK 			

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			<ul style="list-style-type: none"> Assistance on the transition back to work will be monitored closely by line managers, with assistance from HR and any problems will be dealt with quickly and sympathetically. Counselling is available. Compassionate leave provided if required. Phased return to work is available if required. 								
8	Changes to government guidance (i.e. further lockdown/restrictions)	Staff and visitors if changes to government guidance are made to control the virus	<ul style="list-style-type: none"> Nominated member of staff to review government website daily and report any changes required to their line manager This risk assessment and guidance to staff amended in accordance with any new government recommendations or restrictions to control the virus 	2	4	8	Low				
9	Infection from shared office equipment i.e. Guillotines	Staff may become infected from contact with shared office equipment	<ul style="list-style-type: none"> All shared equipment removed from open office areas, sanitised, and placed in cupboards. 	2	4	8	Low				

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			<ul style="list-style-type: none"> Signage to be placed on cupboards to advise members of staff to sanitise items before and after use and to ensure item is returned to cupboard 								

Evaluating Risk:

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk. In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example, if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However, as injuries because of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculate

ion we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly must change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again, using the calculation, we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely Probably never happen, control measures in place to prevent occurrence	1	No/Minor harm Scratch
2	Unlikely Not expected, but may have occurred once or twice in history	2	Moderate harm Cut, minor burn/scald, bruising
3	Likely Could occur at any time, occurrence in other churches. More control measures required	3	Serious harm Fracture, sprained muscle, stress, depression, medically diagnosed time off work
4	Extremely likely A history of frequent occurrences in other churches. Those with knowledge of the issues new this would happen at some point	4	Major harm Amputation, 4 th & 3 rd degree burns, deep cuts
5	Almost certain A history of regular occurrence in other churches. Regarded as almost inevitable	5	Catastrophic Disability, disfigurement, death

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

