

<b>Activity:</b> Covid 19 - staff and volunteers returning to work (i.e. Trinity Church as a place of work, NOT as a place of worship).	
<b>Assessment undertaken by:</b> Kate Smith	<b>Assessment seconded by:</b> Nigel Reid (v1)
<b>Date:</b> 31/05/20 (v1) 16/11/20 (v4)	<b>Review date:</b> As and when Government advice/restrictions change

Hazards associated with the coronavirus pandemic	Potential risks to staff and volunteers caused by hazards	Control measures	Further actions required
<p>1.1 Risk of infection/ transmission of virus</p>	<p>People can catch the virus from others who are infected in various ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth when a person with the virus coughs etc</li> <li>• the virus can survive on surfaces for up to 72 hours</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> </ul>	<ol style="list-style-type: none"> <li>a) Where possible, staff and volunteers should return to work and follow Government guidance about social distancing and hygiene practice.</li> <li>b) All staff and volunteers are to wash their hands for at least 20 seconds on arrival, regularly during their time on the church premises and prior to leaving. Hands are to be dried on hand towels which can then be put in the bin. Alternatively, they can use hand sanitiser.</li> <li>c) High contact areas such as door handles, door push plates, light switches, hand rails, kettles, and taps will be cleaned daily (or more frequently if different groups are using the building).</li> <li>d) Whilst people are in the building, doors should be propped open so that fewer people need to touch the door handles. These must all be closed when the building is vacated to comply with our fire safety regulations. In the event of the fire alarm sounding (unless it is a pre-planned drill), staff members should, assuming it is safe to do so, close all fire doors on their way out of the building.</li> <li>e) Busy areas such as toilets, kitchens and work spaces will be cleaned daily (or more frequently if different groups are using the building).</li> <li>f) Bins will be emptied regularly (weekly in areas used by one individual, daily in toilets, kitchens and communal areas). Staff and volunteers are to wash hands immediately after emptying bins.</li> <li>g) Hand sanitiser stations are positioned in various places around the building.</li> <li>h) Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands. If tissues are not available, cough or sneeze in to the crook of your (sleeved) elbow.</li> <li>i) Remind staff and volunteers not to touch their faces.</li> <li>j) Staff and volunteers are not required to wear face masks whilst at work, but may do so if they wish.</li> <li>k) For measures on Social distancing, please see section below.</li> </ol>	<ul style="list-style-type: none"> <li>• Arrange cleaning. (Currently being done by Kate Smith and those involved in cooking and delivering meals. Will be kept under review)</li> <li>• Buy several bottles of hand sanitiser. (Completed 29/05/20)</li> <li>• Update signage about hand washing. (Completed 11/06/20)</li> <li>• Look in to 'Clean as you use' systems for shared areas and shared equipment. (Kitchen, toilets and office are the current shared areas with shared equipment. Toilets and kitchen cleaned as per schedule in Appendix 2. 'Clean as you go' notice to be left in upstairs kitchen and office with bleach spray and cloth. Completed 12/06/20)</li> </ul>

<p>1.2 'Hot desking' and equipment sharing</p>	<p>There could be increased risk of virus infection and transmission when hot desking sharing equipment.</p>	<p>a) Where possible, staff and volunteers should return to work and follow Government guidance about social distancing and hygiene practice.  b) Where possible, staff and volunteers will not hot desk. If hot desking is required, work areas are required to be cleaned and disinfected prior to being used by someone else.  c) If equipment is being sharing, it should be cleaned and disinfected before being used by someone else.  d) If needing to work in the Church office, an alternative keyboard and mouse is provided. The Church Administrator's keyboard and mouse is for their sole use.</p>	<ul style="list-style-type: none"> <li>• Find out which work areas and equipment items are currently being shared. (Kitchen, toilets, office) (Completed 12/06/20)</li> <li>• Arrange cleaning of shared work spaces and equipment. (Follow cleaning schedule in Appendix 2. Bleach spray and cloth left in office. Completed 12/06/20)</li> </ul>
<p>1.3 Social distancing, working together and meetings</p>	<p>A lack of 2m Social Distancing put people within range of a cough or sneeze which can then be inhaled and risks virus transmission.</p>	<p>a) Except in emergency situations, staff and volunteers should maintain a distance of 2m from each other.  b) If more than one person is working/meeting in an area, they should sit side-by-side or back-to-back, rather than face-to-face.  c) There are signs up around the building to remind people to social distance.  d) Where possible, staff and volunteers will not share work spaces. If sharing work spaces is required, they are required to be cleaned and disinfected first.  e) Physical meetings may now happen in line with government guidance. Meetings can continue online if people would prefer.  f) If meetings are carried out in person, people should sit at least 2m from each other, with seating locations marked out on the floor if necessary. Good ventilation should also be ensured e.g. by opening windows or external doors. Good hand washing practice should also be followed prior to the meeting.  g) Break times should also be socially distanced. If this is not possible, break times should be staggered.</p>	<ul style="list-style-type: none"> <li>• Put up signage to remind people to social distance. (Completed 29/05/20)</li> </ul>

<p>1.4 Higher risk areas of the workplace</p>	<p>Heavily used areas of the building are more likely to present an infection risk.</p>	<ul style="list-style-type: none"> <li>a) Staff and volunteers should wash hand regularly, or use hand sanitiser.</li> <li>b) High contact areas such as door handles, door push plates, light switches, and taps will be cleaned regularly.</li> <li>c) Busy areas such as toilets, kitchens and work spaces will be cleaned more regularly.</li> <li>d) Only one person should use the downstairs ladies toilet at one time due to the limited amount of space and inability to social distance.</li> <li>e) If queuing for toilets, social distancing should be observed.</li> <li>f) Only one person should be in a kitchen at one time due to the limited amount of space and inability to social distance.</li> <li>g) In kitchens, staff and volunteers are to make sure that hands are dried on paper towels and not the tea towels.</li> <li>h) Hand washing instruction posters are displayed in toilets and kitchens.</li> <li>i) People should not pass on the stairs. Instead, one person should wait whilst the other person comes up or goes down the stairs.</li> <li>j) Due to the size, we recommend that only one person should be in the church office at one time.</li> <li>k) If queuing for toilets, social distancing should be observed. 2m markers are marked on the floor. People should follow the one in, one out system when using the toilets, with the exception of wheelchair users who need to enter via the lounge. Hand washing instruction posters are displayed in every toilet. People should sanitise their hands before entering the toilets and again afterwards. Due to the intermittent use of the building, signage will be displayed informing people that cleaning takes place after each use of the building. This is in place of a cleaning schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Put together and display hand washing posters in toilets and kitchens. (Completed 11/06/20)</li> <li>• Add notice to office door, kitchen doors and downstairs ladies toilet that only one person should enter at any one time, unless members of the same household. (Completed 29/05/20)</li> <li>• Add notice to top and bottom of stairs saying that only one person should be on the stairs at any one time, unless members of the same household. (Completed 29/05/20)</li> </ul>
<p>1.5 Extremely clinically vulnerable and clinically vulnerable staff and volunteers</p>	<p>Some staff may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable.</p> <p>Those who are extremely clinically vulnerable are those who have been told to shield.</p> <p>Those who are clinically vulnerable include</p> <ul style="list-style-type: none"> <li>• people aged 70 or over</li> <li>• pregnant women</li> <li>• those with underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>a) Staff and volunteers who are classed as extremely clinically vulnerable are now able to return to work.</li> <li>b) Those classed as extremely clinically vulnerable could be offered extra support e.g. help with shopping, collecting medication if it is felt necessary.</li> <li>c) Staff and volunteers who are classed as clinically vulnerable should be encouraged to return to work in line with Government guidance.</li> <li>d) Staff and volunteers who are remaining at home (either through shielding or because they are choosing to self-isolate) should be contacted regularly to ensure they do not feel isolated.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to staff and volunteers to ensure that people who are working from home have sufficient IT to perform their duties. (Staff contacted 12/06/20)</li> </ul>

<p>1.6 Staff and volunteer health, including mental health issues and anxiety over returning to work</p>	<p>Staff and volunteers may get sick with coronavirus.</p> <p>Staff and volunteers' mental health may be affected due to lockdown, bereavement, and fears surround Covid-19.</p> <p>Staff and volunteers may feel anxious about returning to work when the government advice allows this.</p>	<ol style="list-style-type: none"> <li>a) Anyone with symptoms of coronavirus must self-isolate in line with Government guidance.</li> <li>b) Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day that the first person became ill.</li> <li>c) All Government guidance on what to do if you or someone in your household has symptoms should be followed.</li> <li>d) Anyone showing symptoms should inform their line manager/team leader and should not come in to work.</li> <li>e) Return to work will be discussed with all staff and volunteers. Suitable arrangements will be put in place to allow staff and volunteers to feel safe about returning to work, including the possibility of phased return.</li> <li>f) Many people may feel anxious about returning to work. Support will be provided for those people so that they can feel safe about returning to work and confident in our approach to keep them safe. There is also the possibility of phased return.</li> </ol>	
<p>1.7 Managing visitors and contractors</p>	<p>With people entering the building, there is the potential for guidance not to be followed and therefore for the risk of transmission to be higher.</p>	<ol style="list-style-type: none"> <li>a) Where possible, visitors should be encouraged to contact us by telephone or e-mail. If face to face is required, Zoom meetings should be used where possible.</li> <li>b) If visitors must have a physical face to face meeting, all the information in this Risk Assessment should be followed.</li> <li>c) Contractors should only access building to carry out routine servicing that is required for safety and also emergency repairs. They also must follow all the guidance in this risk assessments.</li> <li>d) Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site.</li> <li>e) In line with NHS Test and Trace, visitors and contractors will be asked to provide their name and a contact number. This will be stored and used in line with GDPR and our Covid Privacy Notice (found in Appendix 6).</li> </ol>	<ul style="list-style-type: none"> <li>• Keep a record of visitors and contractors including telephone numbers in case there is the need for contact tracing. (Ongoing, keep under review)</li> </ul>
<p>1.8 Premises access and travel</p>	<p>Travel to and from work may lead to greater risk of transmission, especially if staff and volunteers need to use public transport to come to work.</p> <p>There is also greater risk of transmission if several staff members and/or volunteers arrive at work at once.</p>	<ol style="list-style-type: none"> <li>a) Where possible, staff and volunteers are encouraged to drive, cycle or walk to work.</li> <li>b) If a staff member or volunteer must use public transport, social distancing measures should be followed. Government guidance on face coverings must be followed unless an exemption applies.</li> <li>c) Staff and volunteers should not travel to work in a car together unless they are from the same household. Alternatively, they could walk or cycle to work with one person from outside their household as part of their daily exercise.</li> <li>d) All non-essential work travel should be minimised.</li> <li>e) If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained.</li> <li>f) Hand sanitiser is available at both entrances/exits.</li> </ol>	<ul style="list-style-type: none"> <li>• Buy hand sanitiser for entrances/exits. (Completed 29/05/20)</li> </ul>

<p>1.9 Cases of possible on-site infection</p>	<p>Where someone is showing symptoms of corona virus, there is a high risk of transmission.</p>	<ol style="list-style-type: none"> <li>a) Where an employee or volunteer shows symptoms of coronavirus, they will be sent home immediately and asked to follow government guidance.</li> <li>b) Employees or volunteers that have needed to work within 2 metres of the person showing symptoms will also be sent home immediately and asked to follow government guidance.</li> <li>c) Upon possible infection, all areas that a symptomatic person has been in need to be deep cleaned. If this is not possible, it should be completely vacated for 72 hours to allow the virus time to die on any contaminated surfaces or items.</li> <li>d) Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal.</li> <li>e) Cleaning staff should use disposable cloths and cleaning solutions that will kill the virus e.g. bleach spray. They must also wear appropriate PPE e.g. gloves, face masks, eye protection. They should put all clothes in the washing machine as soon as they get home.</li> <li>f) Waste from cleaning of areas where possible cases have been should be double bagged and held in a secure place for 72 hours before being disposed of in the black wheelie bins.</li> <li>g) Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site.</li> </ol>	<ul style="list-style-type: none"> <li>• Put up signs to remind people of symptoms. (Completed 29/05/20)</li> <li>• Consider keeping a record of who has been in the building and when to assist with contact tracing if someone becomes symptomatic. (This will be done for visitors and contractors only but will be kept under review)</li> <li>• Arrange purchase of cleaning products, disposable cloths and PPE (disposable gloves, face masks, eye protection). (Completed 12/06/20)</li> </ul>
<p>1.10 Poor communication</p>	<p>Transmission of the virus is more likely if people are unaware of what precautions they must follow.</p> <p>There is also false information being circulated, especially on social media, which may confuse people as to what the guidance is and how they should act in accordance with it.</p>	<ol style="list-style-type: none"> <li>a) Communicate clearly with all staff and volunteers during the pandemic to inform them of guidance and risk assessment.</li> <li>b) Signage around building to inform people of the guidance and what they need to do.</li> <li>c) Church Administrator to monitor changes in government guidance and legislation and inform people of any changes. Explanations will also be provided of what the changes look like in practice.</li> <li>d) Regularly remind staff and volunteers of the requirement to stay at home if they are symptomatic.</li> </ol>	<ul style="list-style-type: none"> <li>• Put up signage (Completed 29/05/20)</li> </ul>
<p>1.11 Managing return following overseas travel</p>	<p>A failure to observe quarantine restrictions when returning to the UK may increase the likelihood of transmission if the person has caught the virus when overseas.</p>	<ol style="list-style-type: none"> <li>a) Staff and volunteers must follow any quarantine rules as set out by the government.</li> <li>b) Staff and volunteers will not be allowed to return to work during the quarantine period, but may work from home.</li> </ol>	
<p>1.12 Legionella and Legionnaires' Disease</p>	<p>Although minimal, there is a slight risk of legionella in standing water in our water system which can lead to Legionnaires' Disease.</p>	<ol style="list-style-type: none"> <li>a) Unused toilets are being flushed weekly and unused taps are also being run weekly.</li> <li>b) Prior to re-opening, unused taps should be run for 5 minutes (both hot and cold taps).</li> <li>c) Prior to re-opening, water heaters should be drained, re-filled, allowed to come up to temperature and then drained again.</li> </ol>	<ul style="list-style-type: none"> <li>• Keep a record of these actions so in the event the person responsible becomes unwell others know when this should be done. (Ongoing)</li> </ul>

<p>1.13 Cyber security</p>	<p>There is the potential for an increase in cyber security threats including computer viruses, phishing and scan e-mails.</p> <p>Increased use of online meetings has also led to an increase in 'Zoom-bombing'.</p>	<ul style="list-style-type: none"> <li>a) Inform staff and volunteers to be aware of the cyber security threats.</li> <li>b) Encourage staff and volunteers to block phishing e-mails and to have Spam filters set up.</li> <li>c) Continue to follow Data Protection guidance surrounding sharing and storing personal data online.</li> <li>d) Zoom meeting links should contain encrypted passwords and where possible, the waiting room function should be used and meetings should be locked when all attendees have arrived. Where this is not possible, the host should monitor any unwelcome activity and remove such people from the meeting.</li> </ul>	
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# Appendix 1: Signage

## **Coronavirus guidance: Hand washing, social distancing etc**

- \* Upstairs entrance
- \* Upstairs kitchen
- \* On back of upstairs toilet doors
- \* Downstairs entrance
- \* Outside downstairs kitchen
- \* On back of downstairs toilet doors

## **Do not enter**

- \* Upstairs entrance
- \* Downstairs entrance

## **Hand washing posters**

- \* Toilets
- \* Kitchens

## **One person**

- \* One person in downstairs ladies toilets at once
- \* One person in downstairs kitchen at once
- \* One person on stairs at once
- \* One person in office at once
- \* One person in upstairs kitchen at once

# Appendix 2: Cleaning and tasks schedule

## Daily tasks:

### First staff member to arrive:

- Sanitise hands and then prop open all doors that will be used

### Prior to leaving:

- Clean all upstairs light switches using normal cleaning spray and cloth.
- Clean staff toilet and sinks inc. taps, toilet flush button, soap dispenser, hand towel dispenser, door handle (inside and out), lock, empty bin etc. (The same cloth can be used but clean the toilet itself last). Clean everything using normal bathroom cleaner. Bleach round inside of toilet bowl and scrub using toilet brush.

### Rota

Mon: NR  
Tues: AW  
Weds: DB  
Thurs: KS  
Fri: BM

Gloves should be worn (either use disposable ones and then throw them away, or bring your own rubber gloves).

Cloths should only be used once and then placed in the bucket by the upstairs fire exit for washing.

### Last staff member to leave:

- Sanitise hands and then close all doors
- Check that all windows and external doors are closed and locked

## Weekly tasks:

- Office users should empty their own bins at least weekly
- Empty upstairs kitchen bin (KS)
- Clean upstairs kitchen (exc. mopping) (KS)

## User dependent tasks:

- Workspaces and equipment to be cleaned in between users. If being used by one person, they should be cleaned as normal.
- Upstairs Kitchen is operating a 'Clean as you go' system.
- Office users responsible for cleaning their own high contact areas (e.g. light switches and door handles) (frequency is up to user)
- Anyone who goes downstairs is responsible for cleaning any light switches, door handles or hand rails that they use. This should be done each day.





# Appendix 4: Water system

## Final check prior to building opening for regular use

### Taps and toilets

Date	Taps run for 5 minutes and toilets flushed?	Completed by

### Water heaters

Date	Water heaters drained, refilled, allowed to come up to temperature and then drained again?	Completed by

### Dishwasher

Date	Dishwasher filled, allowed to come up to temperature and then drained again prior to first use?	Completed by



# Appendix 6: Covid Privacy Notice



## COVID PRIVACY NOTICE (DATA PROTECTION)

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving Trinity Church Buxton.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

When booking, you will be given the option to give consent for your details to be used in the ways listed above.

If arriving without pre-booking, the steward will ask if you consent to your data being used in the ways outlined above.

*Thank you for your understanding.*

# Updates

## **v2, 07/08/20**

- Sections and bullet points numbered for easier reference.
- 1.1a: Update: Staff and volunteers should now be encouraged to return to work, in line with Government guidance.
- 1.1b: Update: Hand sanitiser added as an alternative to hand washing.
- 1.1d: Update: 'can' replaced with 'should'.
- 1.1h: Updated to include what to do if tissues are not available.
- 1.2a: Staff and volunteers should now be encouraged to return to work, in line with Government guidance.
- 1.2d: Addition: additional keyboard and mouse in Church Office.
- 1.3e: Update: Physical meetings may now happen.
- 1.3f: Update: 'can be' replaced with 'are'.
- 1.4k: Addition: Toilet use guidance.
- 1.5a: Update: Those classed as extremely clinically vulnerable may now return to work.
- 1.5b: Update: 'should' replaced with 'could'. 'if necessary' added.
- 1.5c: Update: Those classed as clinically vulnerable should be encouraged to return to work.
- 1.5e: Removal: Point (e) has been removed as shielding has ended.
- 1.6a: Update: 'for 7 days' replaced with 'in line with Government guidance'.
- 1.7e: Addition: Details surrounding Test and Trace and Data Protection.
- 1.8a: Update: Second sentence regarding public transport removed.
- 1.8b: Update: Government guidance on face coverings should be followed.
- Appendix 2: Update: Kitchen moved from 'Daily task' to 'User dependant'.
- Appendix 6: Addition: Covid Privacy Notice added.

## **v3, 07/09/20**

- Appendix 2: Update: List of tasks updated to reflect use of building post-6th September when services and groups re-start. Title of Appendix 2 also updated.
- Appendix 4: Dishwasher added to list of equipment that requires flushing through before use.

## **v4, 12/10/20 (approved by Church Council 16/11/20)**

- Update: 1.1d. Updated regarding fire doors.