

COVID-19 Risk Assessment for Emmanuel Centre (Westminster)

Church: Westminster _____

Assessment carried out by: John Tan _____

Date assessment was carried out: 10th June 2020 _____

Date of next review: 30th August 2020 _____

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What are the hazards? <i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	Who might be harmed and how? <i>List the person(s) or personnel groups</i>	Is the risk High, Medium or Low	What are you already doing to control the risks? <i>Briefly describe any actions that you have already put into action</i>	What further action do you need to take to control the risks? <i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	Who needs to carry out the action? <i>Name the person responsible for making it happen</i>	When is the action needed by? <i>Please put the date by which the action needed to be completed</i>	Date Completed <i>Please put the date here when the action has been completed</i>
Re-Opening the building and Staff Offices.	Centre staff, visitors, contractors and church staff. Attendees/ Organisers.	High	To reopen you must carry out a deep clean of the whole venue, back and front-of-house, staff offices.	Prepare Disinfection and Cleaning Plans, for initial deep clean and for regular cleaning of 'high touch' points, items that are touched most frequently. Follow Public Health England advice on type & dilution of products. Document for each new product; the contact time, how the product should be used by staff & identify what PPE should be worn. Use disposable cloths, paper towel roll and mop heads.	Centre Manager John Tan and Team Managers: Chin Guan Goh Elvis Uriona John Siu Cleaning Supervisor: AsmeretEstifanos	5 days before opening building.	
High Touch and Sanitiser points. Door handles and contact surfaces.	All staff and visitors	High	Revise existing cleaning schedules in all departments to include new standards & procedures, train staff and record training given.	Consider how often touch points should be disinfected. This could be every 30 minutes in peak times or as a minimum hourly. Identify the most effective products eg: sprays or wipes to manage the high touch points.	Centre Manager John Tan and Team Managers: Chin Guan Goh Elvis Uriona John Siu	5 days before opening building.	

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			Provide Sanitiser Points. Sanitisers provided have a minimum 60% alcohol content. All staff wears PPE and as a minimum, gloves, mask, face shield and an apron.	Sanitiser points should be provided throughout the venue, back and front-of-house eg: venue entrance, reception or welcome desks, entrances to canteen points, staff entrances, stairwells etc. Touchless dispensers are preferred, as dispenser buttons are high touch points and must be disinfected between each use.	Cleaning Supervisor: AsmeretEstifanos		
Maintaining cleaning standards.	Staff and all visitors	High	Carry out an analysis of high touch points in every room and area.	Should check schedules regularly to ensure that the disinfection of high touch points is carried out correctly. Some items, such as phones and keyboards which may be shared, should be disinfected between each use.	Managers on Duty	Daily	

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Toilets	Clients, Delegates and Centre staff	high	<p>Ensure sanitizers and soap are stocked.</p> <p>Entrances are propped open for ventilation</p> <p>Notice at each entrance of the toilet that no one should enter if the maximum permitted people are already using the toilet.</p> <p>Adequate markers for social distancing on the floor to mark for queues.</p>	<p>Inspection by centre staff during the event to ensure sanitizers and soap are stocked up.</p> <p>People are observing the social distancing role.</p>	<p>Centre Manager John Tan & Team Managers: Chin Guan Goh, Elvis Uriona, John Siu</p> <p>Cleaning Supervisor: AsmeretEstifanos</p>	Before and during the event.	
Cleaning a room where a guest has reported COVID-19 symptoms.	Visitors to that room/ hall. Staff.	High	Isolate room for at least 72 hours and apply internal deep cleaning procedures.	<p>Staff must wear full PPE & be trained in the correct use.</p> <p>Disinfect any surfaces using 6-stage disinfection procedure and disposable cloths and mop heads.</p> <p>Dispose of contaminated cloths, mop heads securely, bagged for 72 hours before throwing away in</p>	Cleaning Team supervised by Cleaning Supervisor and Managers on duty	<p>On reporting of symptoms and only after an action plan is agreed. Lock down the hall ready for cleaning.</p> <p>Record</p>	

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				the regular rubbish. Wash hands effectively.			
Room and Hall usage.	Visitors and staff.	High	Apply the 2m, 1m with mitigations distancing rules to each hall/ room and to each layout style i.e.: theatre, boardroom, exams etc All visitors/ staff to wear mask, face shield and gloves, and keep social distancing.	Update website and marketing materials to reflect the new capacities and layouts. (See hall plans) Staff should wear gloves to reduce surface contamination risk and masks should be worn at break-down point. Tables and chairs, particularly arm rests, must be disinfected when in place. Put up barriers for flow of one-way traffic to avoid contact, signages and spacing for seats and direction. Use of fire exit for	Centre Manager John Tan and Team Managers: Chin Guan Goh Elvis Uriona John Siu Cleaning Supervisor: AsmeretEstifanos	At every meeting.	

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				vacating the building, unless toilet facility needed.			
Social distancing on visitors/ delegate at Reception, welcome and registration desks. Contamination from handling cash, cards, pens and papers.	Visitors and staff	Medium	Measured up halls for seating capacities based on 2m,1m with mitigations, distancing rules. Be flexible, as lockdown eases, this will reduce. Stock up PPE and cleaning fluids, sanitisers, face mask/shields, thermometers and signage. Use Contactless payment system. Provide information	Control numbers of attendees (stagger) entering the main entrance. Allow more time for registration, using contactless technology. Ground signage for queuing and 'in' & 'out' flow system. Temperature screening. Hand held non-contact digital thermometers. Refuse entry to delegates who refuse. Leave doors open, to reduce touching, but do consider any security issues. Do not accept cash. Contactless	Managers on Duty Doormen and or security officers.	At every meeting.	

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			that guests require electronically.	payment only. Prepayment preferred. Do not offer pens to guest. Disinfect PDQ before handing it to guest.			
Visitor/ delegates who start symptoms during meeting.	Delegates within the immediate room.	High	Provide an isolation area/room. Fully trained staff on First Aid.	Support distancing rules and wearing a mask and gloves. Arrange with local healthcare providers for support and advice. Report in RIDDOR booklet.	Managers on Duty		
Food & Beverage (F&B) served. This is the time to implement greatest control, in keeping with social distancing and queuing. Manage the distancing. Manage hygiene both for preparation and serving points.	Delegates and staff.	High	Provide floor guide arrows to manage customer flow and aim to provide separate entrance and exit. . Avoid washing glassware, plates and	Provide disposable cups and spoons dispense by staff members wearing PPE, face mask, face shield, gloves and aprons. Do not offer self-serve points unless sanitiser wipes and bins, with visual reminders to prompt delegates. Wear mask and gloves for setting up and down, as well as			

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			cutlery. Dishwasher machine temperatures are set to rinse above 60C. Use individual picnic or 'bento box' style meals with disposable boxes.	sanitising and disinfecting all tables between use. Provide sneeze guards or cover food. Use an end 'pick up' table for staff to place covered plates for collection by the customer. Use pre-wrapped cutlery, or disposable. Pre-plated individual desserts and fruit should be wrapped.			
Re-opening staffing	Staff	Medium	Ensure staffs are safe to return to work.	Carry out health checks or a return to work form. Assess any staff with pre-existing conditions or who are vulnerable that should not work or are living with a vulnerable person or someone with COVID-19 symptoms currently.	Centre Manager	Awaiting Directors instruction & Government guidance.	

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Staff welfare and personal safety and training.	Staff	Medium	Provide regular training on PPE and personal hygiene, distancing and key cleaning protocols. Keep records of training.	Communicate the increased risks in tasks and the new procedures that are in place to keep staff safe when working. Ensure supervisors and managers understand their responsibilities to train staff in new procedures and the importance of checking standards along with their role to maintain staff wellbeing. High density work areas such as kitchens puts staff at increased risk of infection, so do everything practical to manage the transmission risk.	Centre Manager and all department supervisors.	Regularly and updated whilst following Government guidance.	

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<p>Staff starting symptoms at work.</p>	<p>Staff</p>	<p>High</p>	<p>Staff welfare.</p>	<p>If the member of staff has immediate difficulty in breathing, then call for an ambulance immediately.</p> <p>Ensure the member of staff can get home safely.</p> <p>Staff must self-isolate for at least 7 days and be clear of symptoms before returning to work.</p> <p>Maintain regular welfare contact with staff.</p> <p>Areas where the member of staff has been working must be disinfected immediately or secured for 72 hours, if possible.</p> <p>Stress the importance of reporting an infection at home.</p> <p>Staff must self-isolate for 14 days and must be clear of symptoms before returning to work.</p>	<p>Centre or Operation Managers.</p>	<p>On occurrence</p>	

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Creating a Covid-19 Safe Worship/Workplace

In line with government guidelines, Emmanuel Evangelical Church (EEC) and the Emmanuel Centre (EEC Trading Limited) is required to make sure that church buildings/workplaces are Covid-19 compliant. In order to do this, we are required to undertake a Covid-19 specific risk assessment by completing the grid for EACH of the hazards or risks identified.

For the purpose of guidance, the spare document template is attached, where each client, church ministry and departments are required to complete their risk assessment, and the notes provided below are to assist you. Should you need further advice, or help to complete this document, please email John.Tan@EmmanuelCentre.com or speak to your Ministry Leader.

Column 1: What are the hazards? What are the main hazards or risks that you can identify? There is no right or wrong answer. Please list these as you identify them, even if they seem to be small ones

Column 2: Who might be harmed? I.e. church attenders, volunteers, staff, visitors? And what could happen as a result?

Column 3: What level of risk? High, medium or low.

Column 4: What are you already doing? You may or may not have already taken measures to reduce the risk. I.e. working from home, removing seating in the main auditorium, installing sanitising stations. If you have not actioned anything then complete this section by saying 'no action yet taken'

Column 5: What further action(s) do you need to take? Please state here what you need to do to be Covid-19 compliant.

Column 6: Who needs to carry out the action? Please state WHO needs to assume the responsibility for carrying out these actions.

Column 7: When is this action needed by? Please be as specific as you can

Column 8: Date carried out: You will complete this section when the actions have been satisfactorily carried out.

What Next?

When you have completed the risk assessment by filling out the grids, you may wish to ask others in your team or leadership to have a look at it to see if you may have missed something.

Your Regional Leader may also wish to speak to you about your risk assessment and it would be useful to share this document with him.