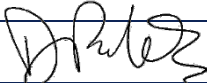





# Health and safety risk assessment (COVID-19 update)

**Organisation name:** Westhill Community Church

Signed on behalf of Westhill Community Church	D Faulds, Building Manager		Date:	12th October 2015
Reviewed and revised as necessary by	M Currie, Building Manager		Date:	28/10/2016, 22/09/2017 23 <sup>rd</sup> October 2018
Reviewed and revised (COVID-19) as necessary by	Hugh Kelly, Building Manager		Date:	24 <sup>th</sup> July 2020
Reviewed and revised as necessary by	Hugh Kelly, Building Manager		Date:	1st July 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages including wet floors during cleaning	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Wet floor cleaning is scheduled when building use is light. Signage used. Worship group and sound team are regularly reminded to minimise the trip hazard of cables and equipment on stage. Storage is available to help ensure equipment & resources are stored correctly	No further measures necessary			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Use of scaffolding and step ladders, working at height - fall	Maintenance people including volunteers and maintenance contractors	<p>Loyal DIY7, self-assemble scaffolding is available for high access. Scaffolding system available for high access. Guidance in safe use posted on scaffolding and in stairwell where stored. Scaffold includes intermediate and top guard rails.</p> <p>Step ladders for lower access (e.g. lights in hallway) with guidance for safe use posted in stairwell where ladders stored.</p> <p>2 step ladders provided for short-duration, light work. Step ladder to be inspected prior to every use. Ladder is clearly labelled with weight limits and safe usage instructions</p> <p>Safe use of stepladders poster on wall, near step ladder storage including instructions for pre-use inspection</p>	<p>Request risk assessment from septic tank cleaning company (I&amp;A Paterson) &amp; pump service company (Fili Pumps) in advance of next task</p> <p>Add text to wall mounted sign, "Prior to using the stepladder, consider whether you feel well and able to undertake the task e.g. generally healthy, no nausea or vertigo"</p>	Building Manager	30 June 2021	
Flat roof access - fall	Maintenance people including volunteers and maintenance contractors	<p>Roof access is restricted to keyholders via door.</p> <p>Roof work to be conducted in pairs</p> <p>No access during icy or windy weather, unless absolutely necessary (e.g. to address roof leak). Dynamic risk assessment must be completed prior to starting task</p>	<p>Any work (including inspection) carried out at the edge of the flat roof use either a work arrest system (in preference to fall arrest) or the erection of temporary edge protection as stipulated by the HSE's document <a href="#">Health &amp; Safety in Roof Work</a></p>	Building Manager	31 August 2021	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Pitched roof access - fall	Maintenance people including volunteers and maintenance contractors	Roof has wireways to assist ladder access (not actively certified) and notice posted on door to foyer roof, including advice to always have two people when on roof. No roof work to be conducted during inclement weather Roof can only be accessed by keyholders Roof work conducted in pairs. Fall arrest harness must be worn while accessing pitched roof. Instruction in safe use to be provided by Building Manager	Consideration for the future, whether inspections can be conducted by drones			
Roof access - fall	Window cleaning	Windows are "self-cleaning" type. Clean only floor accessible panels and limit roof access cleaning to only severe need for cleaning and then with two people present.	No further measures necessary			
Lighting truss failure	All sanctuary users	System has been load tested in mid-2014. Procedure in place that annual visual inspection is sufficient unless loading changes significantly. Sound team aware.	No further measures necessary			
Fire	All persons	Fire policy, procedure, risk assessment and extinguishers all in place and reviewed annually. Fire wardens (all keyholders) trained in responding to a fire incident and in use of fire extinguishers. Annual email from Building Manager to keyholders reminding them of main responsibilities in emergencies.  See separate risk assessment	No further measures necessary			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Chair stacks overturning	Any room user but especially small children	Sanctuary chairs 8 high max and turned to wall. Other chairs 5 high max and always at wall. In vestry chair stacks 5 max are turned to wall. Reviewed in weekly Building Manager checks and by Duty Managers.  There are signs with photographs in place to describe how room should be set up, including photograph: Vestry Rooms A & B Sanctuary  Room set up is included in information provided to private hires	Add the check of chair stacks to the weekly maintenance list.	WCC Building Manager / Church Secretary	30 June, 2021	
Cleaning chemical injury	Contract cleaners	Clearly labelled products. Low hazard/ low impact types (except toilet bowl cleaner). Disposable gloves. Maintain good equipment. Colour coded cleaning cloths and single use procedure. COSHH chemical datasheets posted in cleaning cupboard.	Create chemical inventory and suite of COSHH assessments for all hazardous substances on site	Fiona FitzGerald	31 December, 2021	
Kitchen chemical injury	Kitchen staff	Clearly labelled products. Low hazard/ low impact types (except the dishwasher fluid). Disposable gloves, gauntlets and goggles provided. COSHH folder kept in kitchen. Kitchen staff high awareness and have first aid training.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Burns from ovens and hot plates	Kitchen staff	Staff have high awareness through regular use of risk of burns from hot surfaces. They have first aid training. First aid box in kitchen store. Heat resistant cloths available for touching hot surfaces	No further measures necessary			
Scalding from hot water	Church users, kitchen staff and volunteers	Mixer taps in toilets limit temperature to a safe level. Cleaners and kitchen staff and volunteers are aware that the water from hot taps can be very hot. Rubber gloves available.	No further measures necessary			
Lift failure and people trapped in lift between floors.	Lift users	Contracts in place for 6 monthly servicing and 6 monthly inspection ('thorough examination'). On power failure lift goes to ground floor under battery power. If red stop button inadvertently pressed notice in lift states to twist it clockwise and it will release allowing further travel. There is a phone in the lift	The lift phone only lists the office phone. Update label to include duty manager phone number for out of hours emergencies. Change sign to make it more readable	Building Manager	30 June, 2021	
Manual Handling injury	Church users, especially café/ kitchen staff and those lifting items stored in the shed.	Trolleys provided for kitchen, café and taking supplies to meeting rooms. Dollies for moving stacks of chairs.	No further measures necessary			
Electricity – switchboard	Contractors, maintenance team	All switchboards are locked with keys available only in office and plant room key boxes. Plant room is locked. Office locked when unattended. Upgrades and repairs only by qualified personnel working with a second person. Procedure posted on distribution cabinet doors on allowable actions for first line response to electrical faults requiring switching at switchboards.	No further measures necessary			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Electricity – routine maintenance (changing batteries, light fittings etc)	Maintenance team	Annual PAT testing Sockets are not overloaded Building systems are regularly maintained				
Food hazard	Customers of cafe	COOKSAFE scheme implemented including regular temperature and stock checks. Staff and some volunteers have had REHIS hygiene training. Competent chefs manage kitchen	No further measures necessary			
Legionella	All users of building	All taps frequently operated during building use New, custom-spec building limits risk of “dead-legs” Water temperature is regulated so little opportunity to form a mist of water droplets that may be inhaled or ingested				
Unfamiliarity with building systems and procedures	All new users of building (eg hirers of rooms)	Staff (day time) and Duty Managers (out of hours) meet new users and show them essential safety features of building and rooms	No further measures necessary			
Office hazards – muscle ache, eye strain, minor injury from falling items	Office staff	All office chairs are adjustable. Staff are aware of the risks from uninterrupted use of display screens for long periods. Staff aware to keep their desks and shelves tidy. Staff have flexibility in their tasks and are encouraged to switch to tasks not involving DSE	Staff using display screen equipment at work (or during home working) may complete the checklist from the HSE Website, “DSE Workstation Assessment Checklist”.			
Hand or foot injury from the robotic mower	Anyone coming too close to the mower	The mower is run at hours when children are less likely to be around.	No further measures necessary			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Hearing loss from use of the petrol lawn mower and strimmer, snow blower	volunteers, staff using the petrol lawn mower or strimmer	Ear defenders are provided in the shed and machinery users are required to use them.	No further measures necessary			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Injury from falling stones, and falling from stone walls	Anyone but most likely to be children.	An email was sent in mid-2018 by the rector to the church advising of these hazards and requesting parents to ensure their children do not climb on the stone walls. Walls are approx. 1 metre high.	Ensure that this message is sent to the church annually	WCC Administrator	Ongoing	
Insufficient medical treatment in the case of illness or injury	All building users	Most staff have been trained in first aid Several medical doctors in Church congregation First aid kits, contents checked quarterly Defibrillator outside Church building	Small group leaders need to be provided with instructions on how to seek first aid assistance (e.g. Roar leaders)  Consider whether a member of the welcome team should remain in the foyer during worship to act as a focal point for any first aid/security/emergency issues that may arise	Building Manager / Fiona FitzGerald	31 August 2021	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Lone working	Staff, volunteers (e.g. Pastor working in office early morning/late at night; food bank volunteers dropping off food; building team conducting periodic checks)  Injury or medical emergency	A Duty Building Manager provides 24/7 on-call assistance Individuals working alone in the building should tell someone at home what time to expect them. If the individual lives alone, they should contact the building manager. Only authorised keyholders may open/close the building. Some users (not key holders) may close the building, using fire exit (locking the doors from the inside)	No further measures necessary			
Lack of suitable welfare facilities	Staff, volunteers, building users  Leading to illness	As per the requirements of the Workplace (Health, Safety and Welfare) Regulations 2015, the following measures are in place: <ul style="list-style-type: none"> <li>- Plentiful supply of clean drinking water at designated taps</li> <li>- Suitable toilet facilities including nappy changing and provision for persons requiring disabled facilities</li> <li>- Lockers for kitchen staff to store personal belongings while at work, and a separate area to don and doff apron</li> <li>- Rest facilities for staff breaks</li> <li>- Well maintained heating system to maintain a suitable working temperature</li> <li>- In hot weather, windows can be opened to help cool building</li> </ul>				

Advice from the Health and Safety Executive:  
All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> .

This document format is the risk assessment part of the combined risk assessment and policy template published by the Health and Safety Executive 08/14.

# Health and safety risk assessment (COVID-19 update)

**Organisation name:** Westhill Community Church This section has been prepared to ensure the safety of Westhill Community Church workers and visitors during the coronavirus (COVID-19) pandemic.

Signed on behalf of Westhill Community Church		Hugh Kelly, Building Manager <i>Hugh Kelly</i>		Date:	1 <sup>st</sup> July 2020	
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
1 Contaminated surfaces	Who: -  Workers  Users  Visitors  Contractors  Delivery drivers  How: -  Catching coronavirus by touching contaminated surfaces	Providing water, soap and drying facilities at wash stations  Providing hand sanitiser for the occasions when people can't wash their hands  Identifying equipment and surfaces that are frequently touched by many people, e.g. handrails, door handles, light switches, kitchen surfaces, and shared equipment e.g. kettles, condiments etc.  Identifying where we can reduce the contact of people with surfaces, e.g. by leaving open doors (that are not fire doors), providing contactless payment, using electronic documents rather than paperwork  Keeping surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects  Cleared WCC Foyer of unnecessary surfaces (e.g. tables, chairs, cabinets etc.)  Provide bins which are open topped or pedal operated	Put posters up to remind people to wash their hands and information on how to wash hands properly  Install sanitisers at strategic locations in the building and make arrangements for replenishing sanitisers  Advise workers to check their skin for dryness and cracking and report if there is a problem  Specify the frequency and level of cleaning of frequently touched surfaces and by whom  Identify what cleaning products are needed (e.g. surface wipes, disinfectants, detergents and water etc.) and where they should be used. Provide instruction to people who need to clean.  Cleanol Vibract used for surface cleaning which conforms to BS EN 14476 and ensures inactivation of 99.99% of coronavirus and SARS-CoV-2 pathogens after 5 minutes contact time	WCC Administrator  WCC Building Manager/ WCC Administrator  WCC Administrator  WCC Administrator  WCC Administrator  WCC Building manager	August 2020  August 2020  August 2020  August 2020  August 2020  August 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
2 Airborne droplets from other people	Who: - Workers  Users  Visitors  Contractors  Delivery drivers  How: -  Catching coronavirus via airborne droplets from other people	Identifying areas where people will congregate and assessing their capacities, e.g. meeting rooms, sanctuary, foyer, food bank, cafe, kitchens etc.  Identifying areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, stairways, doorways, customer service points, storage areas, lifts  Providing lockers for people to keep personal belongings in so that they aren't left in the open  Holding meetings virtually rather than face-to-face  Everyone entering the building is required to wear a suitable face covering, unless medically exempt  Singing is temporarily suspended, in line with government guidance  People attending worship are asked to book their slot online to ensure capacity is limited to 50 persons including worship team. Online booking system includes questions to exclude anyone with COVID-19 symptoms	Inform users of the maximum capacity of each area and display the information in the relevant room/area  Provide signage about maintaining physical distance in queues, limiting numbers in toilets and the lift, giving way on stairways etc  Rearrange work areas and tasks to allow people to meet social distancing rules  Implement 'drop zones' for passing materials between people	WCC Administrator  WCC Administrator  WCC Administrator / Kitchen Staff  WCC Administrator/ Kitchen staff	August 2020  August 2020  September 2020  August 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
3 Areas of poor ventilation	Who: - Workers Users Visitors Contractors Delivery drivers  How: - Catching coronavirus in areas of poor ventilation	Fresh air is the preferred way of ventilating WCC by opening windows and doors (that are not internal fire doors)  Using extraction fans in toilets and kitchen	Identify any communal areas where air movement may be poor, e.g. with no opening windows or mechanical ventilation  Identify if additional ventilation is needed to increase air flow in all or parts of WCC	WCC Building Manager  WCC Building Manager	September 2020  September 2020	
4 Damage to mental health and wellbeing	Who: - Workers  How: - Feelings of isolation, depression, or anxiety about coronavirus	Having regular keep-in-touch meetings/calls with people to talk about any work issues, personal concerns etc.	Discuss with workers what their personal risks are and identify what is needed to be done in each case  Put systems in place so workers know when to notify us about a health concern or if they become more vulnerable to infection  Involve workers in completing risk assessments so they can help identify potential problems and identify solutions  Keep workers updated on what is happening so they feel involved and reassured	WCC Administrator  WCC Administrator  WCC Administrator  WCC Administrator	September 2020  September 2020  September 2020  Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
5 Person developing Covid-19 symptoms while in, or shortly after being in the property	Who: - Workers Users Visitors Contractors Delivery drivers  How: - Increased risk of catching coronavirus through contaminated surfaces or airborne droplets		Record contact details of users for the purpose of the Trace and Protect system  Develop policy for deep cleaning of affected areas	WCC Administrator  WCC Administrator	August 2020  August 2020	
Legionella	All building users  When the building is not being used during lockdown, areas of stagnant water can build up in water pipes	All taps etc to be run prior to building reopening	No further measures necessary			