


# RISK ASSESSMENT



## Vine Church exit lockdown

	Name	Title	Signature	Date
<b>Assessor</b>	Phil Beaumont	Independent Health and Safety Advisor		13/07/2020
<b>Authorised by</b>	Tim Thomson	Conference Centre Manager		

Hazard / Consequences	Control Procedures	Before controls Likelihood (a)	Before Controls Severity (b)	Before Controls Risk Ranking (a x b)	After Controls Likelihood (a)	After Controls Severity (b)	After Controls Risk Ranking (a x b)
Persons coming to church or conference centre unfamiliar with changes resulting in noncompliance, a higher possibility of becoming contaminated or contaminating others with Covid19 resulting in possibility of seriously illness, even death	<p>Carry out inductions to inform people of the changes.</p> <p>Notices on all entrances to the building warning of changes in operation</p> <p>Information regarding changes emailed to all members and made available on web sites and social media.</p> <p><b>Action taken:</b></p> <p><b>All staff had a training Zoom call to go over all changes made.</b></p> <p><b>Notices at entry of building.</b></p> <p><b>All users of building were emailed our Action Plan and asked to sign off on the Agreement form on our website. Website completely updated.</b></p> <p><b>Induction video to be produced for every church member. They will need to watch video, answer questions and sign agreement.</b></p> <p><b>Detailed information email will be sent to all congregation also to detail all the changes and expectations for using our building.</b></p>	3	5	15	1	5	5

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<p>Person with covid19 coming to the centre, contaminating others, who may become seriously ill or death</p>	<p>Introduce self-assessments for all staff and visitors to the centre</p> <p>Anyone who is unwell with symptoms of Coronavirus (COVID-19) should self-isolate in accordance with government guidance. They should not attend the church or centre.</p> <p>Screen staff and visitors by asking them to complete a health questionnaire before visiting the workplace.</p> <p>Temperature Screening of everyone prior to entering, indicates if someone may have a fever and could be contaminated (this system has severe limitations.)</p> <p><b>Action taken:</b></p> <p>Everyone who enters our building will be asked 4 key questions before entering building to assess their suitability to enter the building. The User Agreement includes information and very clear instructions of what should take place if someone comes unwell while on premises. Temperature screening is not mandatory in Scotland and has its limitations. UK government advises: “There is little scientific evidence to support temperature screening as a reliable method for detection of COVID-19 or other febrile illness, especially if used as the main method of testing.”</p> <p><a href="https://www.gov.uk/government/news/dont-rely-on-temperature-screening-products-for-detection-of-coronavirus-covid-19-says-mhra">https://www.gov.uk/government/news/dont-rely-on-temperature-screening-products-for-detection-of-coronavirus-covid-19-says-mhra</a> “The best way to protect customers and minimise the risk of catching the virus is to always follow social distancing guidelines, wearing a face mask on public transport and enclosed public spaces, and regularly washing your hands.” As a result we have decided not to measure people’s temperature when they enter the building but ask the 4 key questions instead. NHS Inform advises this regarding a temperature: “A high temperature is feeling hot to the touch on your chest or back (you don’t need to measure your temperature). You may feel warm, cold or shivery.”</p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice</a> As a result we will ask people if they have a high temperature rather than measure their temperature.</p> <p>Everyone coming into the building will have to queue outside. There will be socially distanced queue markers outside the building to ensure people remain socially distanced while waiting to enter.</p>	3	5	15	1	5	5
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Hazard / Consequences	Control Procedures	Before controls Likelihood (a)	Before Controls Severity (b)	Before Controls Risk Ranking (a x b)	After Controls Likelihood (a)	After Controls Severity (b)	After Controls Risk Ranking (a x b)

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<p>Contact with someone who unknowingly is contagious with covid 19 virus resulting in possibility of catching the virus and becoming seriously ill, perhaps death</p>	<p>Conduct return to work telephone interviews with staff to identify vulnerable individuals who may require more stringent social distancing or shielding.</p> <p>Rearrange tasks to enable them to be done by one person,</p> <p>In office area, ensure workstations are laid out 2m apart, excess seating is removed</p> <p>avoid skin to skin and face to face contact</p> <p>Introduce one-way systems where possible</p> <p>Utilise rooms with multiple doors to control one way system</p> <p>Erect signs and barriers to control one way system</p> <p>Create facilities for meetings to take place whilst social distancing. E.g. reduced numbers use larger conference rooms, entrance foyer, car park.</p> <p>Minimise the time staff and visitors are near others, include consideration of rearranging workplace, screens, cleaning regimes and frequent hand washing.</p> <p>Maintain social distance of 2m apart from each other, where 2m cannot be applied each event should be risk assessed.</p> <p>Deploy 2m markings on floor as an aide memoire</p> <p>In circumstances when social distancing is not possible, effective measures must be in place to protect everyone from virus infection, Screens etc.</p> <p>Provide additional supervision to monitor and manage compliance.</p> <p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>Assess the need to issue staff and volunteers with appropriate Personal Protective Equipment.</p> <p><b>Action Taken:</b></p> <p>All staff will have a telephone interview from their manager before returning to work.</p> <p>Main office has been rearranged and organized with limited number of 2 people allowed to work in main office at any one time and anyone else would need to work in another separate room.</p> <p>One way systems introduced throughout the building.</p> <p>Only certain rooms that are large enough and have separate entry and exit being used for hires initially.</p>	3	5	15	1	5	5
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	<p>Signs and barriers introduced to assist one way system.</p> <p>Signage used throughout to remind people of importance of social distancing.</p> <p>New cleaning schedules introduced.</p> <p>The need for PPE has been assessed. PPE (gloves, apron and face mask) should be used for cleaning and this has been communicated to our cleaners and staff.</p> <p>A facemask should be worn by staff where it is difficult to keep a 2m safe distance from other staff or visitors for very limited periods of time. Regular and frequent handwashing is more effective than use of gloves for most other duties so this is required of each member of staff rather than gloves use.</p> <p>A face mask should be worn by staff members when speaking to another member of staff or customer face to face. Conversations should take place outdoors where possible but if not – a face covering should be worn for face to face conversations.</p> <p>Gloves, face masks, aprons are all available for staff to use when required.</p> <p>Host team and all Vine Church volunteers will have a volunteer training video that they must watch, answer questions and sign agreement. Host team will be trained to supervise and monitor compliance with one-way system, hygiene measures and social distancing and know what action to take if they see it's not being adhered to. They will gently remind the people to follow the guidelines. For repeated breaches they may have to ask the person to leave the building.</p> <p>According to most recent Scottish government guidelines up to 50 people can meet. We have assessed our main hall and we can arrange the seats with 50 people with no problem to have a minimum 2m social distancing.</p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/">https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/</a></p> <p>Main hall will be set up with a one-way system.</p> <p>Doors to main hall will remain open to reduce contact. There will be separate entry and exit doors.</p> <p>Doors and where possible window will be kept open to improve ventilation.</p>						
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	Playpens will be introduced for families with children. This will prevent young children from wandering about and allows the parents to relax and enjoy service. Parents can bring their own toys and remove. All playpens will be washed with disinfectant after each use.						
Catching the covid 19 virus through ventilation systems resulting in possibility of becoming seriously ill, perhaps death	<p>Review the performance and servicing of mechanical ventilation and air conditioning systems use fresh air in preference to recirculated air.</p> <p>Increase ventilation in enclosed spaces</p> <p><b>Action Taken:</b></p> <p>Mr Tim Thomson arranged for a servicing of all air conditioning systems to ensure they were safe before being used.</p> <p>Ventilation will be increased where possible through open doors and open windows.</p>	3	5	15	1	5	5

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<p>Catching the covid 19 virus by encountering contaminated surfaces resulting in possibility of becoming seriously ill, perhaps death</p>	<p>Introduce hand wash stations and make cleaning materials available throughout the centre. hands should be washed before and after using any shared equipment. Regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc A deep clean may be appropriate before people return to the church and conference centre. All persons to be responsible for storage and disposal of own rubbish</p> <p><b>Action Taken:</b> We have limited access to rooms/places where people do not need to go with signs and temporary cordon. We have clearly marked out flow of movement for people entering and leaving the building to maintain physical distancing requirements. Hand sanitizer stations have been added all throughout the building with how to use posters above each station. Disinfectant surface wipes made available throughout the building. Shelves with tissues made available throughout the building with "Catch It, Bin It, Kill It" posters above them. New cleaning schedules introduced with essential regular cleaning of surfaces. A deep clean was undertaken before opening our building for business. Church of England advice from their risk assessment on cleaning below: (version 4 1<sup>st</sup> July 2020) <b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b></p> <ul style="list-style-type: none"> <li>• If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.</li> <li>• If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</li> <li>• Set up a cleaning rota to cover your opening arrangements.</li> <li>• All cleaners provided with gloves (ideally disposable).</li> </ul>	3	5	15	1	5	5
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	<ul style="list-style-type: none"> <li>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</li> <li>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</li> <li>Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.</li> </ul>						
First aider encountering contaminated person while administering first aid resulting in possibility of becoming seriously ill, perhaps death	<p>Review your first aid procedures, particularly regarding control of infection and the generation of aerosols e.g. during CPR. Consider potential delays in emergency services response.</p> <p>Reviewing the numbers of first aiders and the health status of them or providing additional competent first aid or trauma resources.</p> <p><b>Action Taken:</b></p> <p>All trained first aiders have been asked to review their practice and update their knowledge and have read the following articles to update their knowledge and practice during COVID-19.</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> <p><a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov#who-this-guidance-is-for">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov#who-this-guidance-is-for</a></p> <p>The following has been added to each first aid kit: gloves, disposable aprons, small bottle of hand gel and facemasks and resuscitation face shields.</p>	3	5	15	1	5	5



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<p>Persons not following guidance resulting in noncompliance and a higher possibility of becoming contaminated by Covid19 resulting in possibility of becoming seriously ill, perhaps death</p>	<p>Encourage an open and collaborative approach between staff, volunteers, visitors, and congregation.</p> <p>Encourage good behavior and cooperation</p> <p>Take steps to ensure that social distancing does not give rise to social isolation</p> <p>Introduce a warning system for deliberate non compliance</p> <p><b>Action Taken:</b>  <b>Sign will be put up to remind people no physical contact or handshaking and as a reminder of social distancing and hygiene requirements.</b>  All staff and volunteers have been briefed and encouraged to report and how to handle non-compliance.  If a staff member/volunteer observes anyone not following any of the guidance for social distancing/one-way systems/hand-hygiene etc they should approach the person and say: "I am going to have to ask you to follow the Conference Centre guidelines and ask you to observe the 2m social distancing rule/one way/system/hand-hygiene guidance" and adapt message as necessary. Every member of staff/volunteer no matter what their role is responsible for this and should address it and also report to Vine Church pastor, Aaron Dowds who should speak to the person's manager/team leader where necessary. If repeated non-compliance by any person they may be disallowed from using the building.</p> <p>A warning system comprises of:</p> <ul style="list-style-type: none"> <li>• Staff member to speak to the person involved</li> <li>• Staff member to report to Mr Aaron Dowds</li> <li>• Mr Aaron Dowds to keep a "Non-Compliance Record" sheet detailing what the incident was. This is to be assessed for seriousness and dealt with accordingly</li> <li>• If repeated non-compliance by any person Mr Aaron Dowds to speak to the person's line manager/event organizer and record this on the record sheet detailing what improvement is required and asking the line manager to keep a close eye</li> <li>• If the improved behaviour is not observed, Mr Aaron Dowds can speak to the line manager/parent/guardian/individual to inform this person that due to repeated</li> </ul>	3	5	15	1	5	5
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	<p>non-compliance, they are no longer allowed into the building</p> <ul style="list-style-type: none"> <li>Volunteers will be asked to be on duty during a service to supervise and ensure compliance with all measures.</li> </ul> <p><b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b></p> <ul style="list-style-type: none"> <li>If possible close the church building for 72 hours with no access permitted.</li> <li>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. We will follow guidance from Public Health Scotland.</li> <li>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</li> </ul>						

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Systems put in place not doing what they were intended to do resulting in concerns that system not protecting them and the possibility of persons encountering covid19 resulting in possibility of becoming seriously ill, perhaps death	<p>Trial interventions in places before implementing them across the board</p> <p>Seek feedback and be prepared to change interventions based on the feedback and regular reviews of the risk assessment</p> <p>Make changes which are sustainable in the medium term.</p> <p>Consider the mental health of all individuals returning to the centre. They may have concerns about the processes being implemented.</p> <p><b>Action Taken:</b></p> <p>Interventions will be constantly reviewed asking for feedback from all staff, volunteers and users of our business. The interventions will be reviewed and changed if necessary, to improve health and safety of all persons.</p> <p>To help people's mental health we will try to reduce anxiety by a number of measures. We are filming a pre-arrival video to explain to everyone what to expect before they arrive. Detail information is available to everyone also on our website to give people confidence of measures in place:</p> <p>The following will also be sent to all staff and users of our building to help them with their mental health:</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></p> <p><a href="https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker">https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker</a></p>	3	5	15	1	5	5

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External influences affecting staff and volunteers resulting in possible incidents and accidents	<p>Implement additional supervision and team talks, staff and volunteers are likely to have been and will continue to be exposed to stress at home. Changes at the church and conference centre are also likely to cause stress.</p> <p><b>Action Taken:</b>                      Mr Aaron Dowds will have regular huddles/meetings with all staff and volunteers (preferable outside socially distanced or indoors in a well ventilated room and socially distanced or on Zoom) to have a team talk.</p> <p>Mr Aaron Dowds will have regular talks with those who use the premises regularly to get feedback and review. A feedback form will be created online and regular feedback will be asked from staff, volunteers and congregation.</p> <p>Mr Aaron Dowds, Ronnie Sanderson and volunteers will supervise services closely to monitor compliance and address and issues that arise.</p>	3	4	12	1	4	4
Existing risk assessments and procedures not suitable or relevant due to controls in place for covid 19 resulting in noncompliance and possible incident or accident	<p>Review existing risk assessments, introducing social distancing and changing work patterns and procedures may give rise to new and increased risks.</p> <p><b>Action Taken:</b>                      Mr Aaron Dowds has reviewed all existing risk assessments to ensure that that all procedures continue to be adhered to and can be safely with the introduction of social distancing and hygiene measures.</p>	3	4	12	1	4	4

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<p>Inappropriate or lack of PPE resulting in potential exposure and contamination by Covid19 resulting in possibility of becoming seriously ill, perhaps death</p>	<p>Look at alternative ways of reducing staff and volunteers exposure by ways other than PPE. PPE is the last line of protection and should only be used in addition to using other reasonably practicable control measures</p> <p>Ensure that alternative PPE meets appropriate standards and achieves the level of control required</p> <p>Avoid using PPE which is described of being “equivalent” to a standard. Where this is not possible then try to verify the level of protection achieved.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff and volunteers.</p> <p><b>Action Taken:</b> We have produced a Vine Church Coronavirus Plan July 2020 :</p> <p>This is a detailed explanation of all measures introduced to protect staff and church members. PPE has been ordered for purposes stated above that includes gloves, face masks and aprons to be used as detailed above.</p> <p>The PPE we will use is disposable to prevent staff from having to wash PPE.</p> <p>All staff have completed the following training course COVID-19 Essentials: Infection Prevention &amp; PPE training course. <a href="https://www.highspeedtraining.co.uk/health-and-safety/infection-prevention-ppe-essentials.aspx">https://www.highspeedtraining.co.uk/health-and-safety/infection-prevention-ppe-essentials.aspx</a> “This online training course provides you with the knowledge and skills necessary to reduce the spread of infection and illness in non-healthcare workplaces. It explains the fundamentals of infection prevention, the importance of personal hygiene, and how to correctly and safely use different types of PPE. Taking this training will enable you to follow practical steps that help prevent the spread of COVID-19 and keeps everyone safe.”</p>	3	5	15	1	5	5

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Maintaining 2m social distance may have an impact on emergency response and the time to evacuate resulting in panic and injury	<p>Assess how many persons can safely evacuate and assemble given requirements for physical distancing.</p> <p><b>Action Taken:</b> We are limiting numbers of people that can use the building at any one time to ensure people can evacuate safely while adhering to social distancing. The current Scottish government guidelines are a maximum of 50 people as of July 2020.</p> <p>Conduct a practice drill, both to assess the impact on speed/space, and to get staff and volunteers familiar with any changes.</p> <p>If evacuation/assembly cannot be conducted satisfactorily then a reassessment of acceptable numbers at the church or conference centre must be completed</p> <p><b>Action Taken:</b> Mr Aaron Dowds has arranged for a practice drill to ensure everyone understands and can safely evacuate and congregate while maintaining 2m social distancing.</p>	3	4	12	1	4	4
HIGHEST RISK RATING	Low Priority (2 to 6)			15			5

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	Likelihood		Severity		Risk Ranking = L x S
1	Highly Unlikely	1	Trivial		No Action Required (1)
2	Unlikely	2	Minor Injury		Low Priority (2 to 6)
3	Possible	3	Over 3 day Injury		Medium Priority (7 to 9)
4	Probable	4	Major Injury		High Priority (10 to 14)
5	Certain	5	Incapacity or Death		Urgent action ( $\geq 15$ )

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### Sign off Sheet

I have read and understood the contents of this Risk Assessment. I have also read fully “Vine Conference Centre Coronavirus Plan July 2020” <https://www.vineconference.co.uk/home/coronavirus-plan/> and “Customer Commitment” <https://www.vineconference.co.uk/home/customer-commitment/> and “User Agreement” <https://www.vineconference.co.uk/user-agreement/>

I have also completed or undergoing the following training and will have it completed by 29<sup>th</sup> July 2020: <https://www.highspeedtraining.co.uk/health-and-safety/infection-prevention-ppe-essentials.aspx>

Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date
Mr Tim Thomson (Manager and director)		
Miss Claire Brough		
Mr Andrew Hubbocks		
Mr Aaron Dowds (director)		
Mrs Zara Paton		
Mrs Claire Fisher		
Mr Ronnie Sanderson		
Mr Michael Strachan (director)		