

Arise Church Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** for dealing with the current Covid-19 situation at Arise Church and in the workplace as the church.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action who?	by	Action when?	by	Done
Spread of Covid-19 Coronavirus	 Staff Visitors to your Arise Church Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business at Arise Church 	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels or hand dryer https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/					

 https://www.nhs.uk/conditions/emollients/ Gel sanitisers in main foyer, church hall, kitchen, offices, conservatory – located either on wall brackets or smaller bottles. 	guidance-to-employers-and-businesses-about-covid-19		
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, office desks after and before use using appropriate cleaning products and methods.	Rigorous checks will be carried out by Anna Perkins and Tom McCormack to ensure that the necessary procedures are being followed. Cleaning products have been made available in each area and staff / volunteers are required to clean as they use.		
Toilets: Upstairs toilet has been restricted to Pastor use only. Downstairs toilets has been restricted to use of accessible toilet only, each have cleaning materials provided for after use. Persons using the toilet are also required to sanitise hands after leaving the toilet area as an additional protective measure.	Staff / volunteers are reminded of the importance of social distancing both in the workplace and outside of it.		
Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre plus gap recommended by the Public Health Agency https://www.publichealth.hscni.net/n			

ews/covid-19-coronavirus

https://www.gov.uk/government/pub Staff / volunteers to be reminded that wearing lications/covid-19-guidance-on-socialof gloves is not a substitute for good hand distancing-and-for-vulnerable-people washing. Taking steps to review work schedules for paid workers including reduced furlough hours / working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of Internal communication channels and cascading face to face meetings where possible of messages through line manager, SLT or department leads will be carried out regularly Sunday / week day volunteer, Ariseto reassure and support all Arise Church online teams restricted, PPE to be persons in a fast changing situation. worn, all persons entering building to sign in via QR code and record their presence in the building at any given time. **Wearing of Gloves** Line managers and SLT will offer support to Where Risk Assessment identifies staff and church persons who are affected by wearing of gloves as a requirement of Coronavirus or has a family member affected. the job, an adequate supply of these will be provided. Staff / volunteers will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. RPE

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours **Symptoms of Covid-19** If anyone becomes unwell with a new continuous cough or a high temperature in the workplace or at Arise Church they will be sent home and advised to follow the stay at home guidance. Line manager Tom McCormack will maintain regular contact with staff members during this time, Department leaders, SLT will keep in contact with volunteers. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/

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<u>Drivers</u> Where church personnel or volunteers need to make a delivery on behalf of Arise Church, doorstop contactless deliveries will be made and where appropriate PPE to be worn.				
Mental Health Senior Leadership Team will promote mental health & wellbeing awareness to staff and volunteers during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information -support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress	Regular communication of mental health information and open door policy for those who need additional support.			
Rooms and Zones Office space has been reduced in each area according to the government 1-metre plus spaces: The Hub: 3 people Room 1: Food Bank and uniform zone Room 2: 2 people Room 3: 1 person	Hot Desking limited along with cleaning materials for before and after use.			
Main hall has been zoned into 3 areas; Main stage Recording Studio Meeting space				

All teams are to follow social distancing with a maximum of 30 people at any one time. Doors and windows must be open.		
Kid and Youth Teams Follow the Arise Online risk assessment for 'live and online presence' or if teaming with other events, please check 'event' risk assessment.		
Drive Through: All teams involved in a 'drive through' at Arise Church will be briefed prior to their arrival, PPE to be worn and ensuring teams maintain the correct social distance when handing over gifts.		
Watch Party If church persons want to watch Arise Online live we suggest a 'Watch Party' Follows government guidance on social distancing and a maximum of 2 house-holds in one house.		

Events All group events have been postponed, cancelled or moved online. Where teams are required in church to prepare, social distancing measure are in place, all are required to register in and sanitise hands. PPE to be worn where required.				
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