

Risk Assessment Church House

Version Control

Issue Date	Version Number	Issued by
16 Oct 2020	3	George Colville

Offices have been legally permitted to open for essential purposes throughout the crisis and a core skeleton staff has continued to work from Church House when the work could only be carried out from Church House and the work being done was considered to be essential to the continued operation of the Diocese. For example core financial functions, payroll, collection of Direct debits, post handling etc.

The government has now issued guidance [Offices and contact centres - Working safely during coronavirus \(COVID-19\)](#). A key objective in that document is that all employers carry out a COVID-19 risk assessment. We have also used the Health and Safety Executive document [Working safely during the coronavirus \(COVID-19\) outbreak](#). We have reviewed these documents closely and incorporated matters referred to.

A wider return to Church House commenced on 21 September but was then reversed on 22 September when the advice changed to working from home if people could do so effectively.

Future versions of this document will be produced when there is any substantive change to the guidance, or the proposed extent of working from the office is proposed to change significantly.

Who is currently working from Church House

The following people are frequently working from Church House

George Colville – Diocesan Secretary, Nigel Strange – Head of Finance, Sharon Taylor Booth – Assistant Accountant, Gill Ellis – Cover for finance
James Butterworth – Director of Communications, Emma Hathaway – Reception and Phones

In addition, the following are working in Church House when they need to a reasonably regular basis

Simon Geddes – Schools, Stephen Freeman – Communications, Pauline Butterfield – Safeguarding Officer, Chris Penn – Director of Education

Other staff are accessing the building if they need to on an occasional basis when they can't work effectively from home for a task.

Similarly, small meetings are now permitted when a member of staff is present and takes responsibility.

Property: Church House. 5500 Daresbury Park, Daresbury, Warrington. WA4 4GE	Assessor's name: George Colville (assisted by Nigel Strange)	Date completed: 16-10-20	Review date: January 2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Working from home	Staff will now be able to work when Church House when they need to do so in order to work effectively. Some staff will for a temporary and limited period be permitted to continue to work from home.	To allow for phased returns, personal reasons, medical reasons, caring responsibilities. There may be short delays whilst space is made available for them at Church House.	Diocesan Secretary and Head of Finance	Ongoing
	Government guidance was updated to reflect a change from 1 August, to allow for working from the office following staff consultation which has now taken place. This has now been changed again from 22 September to recommend working from home where this can be done effectively.		Staff	Ongoing
	A record should be kept of who has accessed the building and when. We will use the sign in sheet. Staff should wash hands/ hand sanitise after doing so.	Hand sanitiser available. Staff may wish to use their own pen.	Diocesan Secretary and Head of Finance	Ongoing

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	If a necessary meeting is taking place the relevant member of staff must record names and contact details for all accessing.			
	Equipment has been provided to enable some staff to work remotely if there is a continuing reason for them to do so.	Such equipment has been provided	Head of Finance	Equipment Completed March/ April 2020.
	Arrangements made to keep in regular contact and monitor wellbeing for those not regularly attending Church House.	MS Teams, prayers, staff social meets, line managers contacting regularly Wellbeing group established. Health assured helpline available.	Line managers/ DDHR	Ongoing, Line managers and DDHR
	Office will only be open for meetings or be accessed by non-staff members when a need is established to do so. A staff member should always be in attendance when a non-staff member is present in the building to ensure compliance with the risk assessment. The contracted cleaner will access daily.	If a meeting takes place in Church House numbers should be kept to the minimum needed. A maximum of 4 people should meet in the Congo meeting room. Melanesia will also now be opened. Also subject to a maximum of 4 people. A maximum of 10 people when the rooms are combined.	Staff	Ongoing
	Equipment to be in place to meet remotely	All staff have access to Microsoft Teams, and partial access to Zoom.	Staff	Ongoing

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Make your workplace COVID-secure a) Entrances and exits	Even with a full return, the numbers of people working from Church House together with flexitime being in place means that accessing with care should be possible without the need to stagger arrival and departure times so that people do not use entry and exit points at the same time.	Glazed main entrance. Allowing easy lines of sight through main door.	Staff	Ongoing
	Handwashing facilities so people can wash their hands when they get into and leave work. Toilets immediately adjacent to main entrance/exit. Hand Sanitiser also in main foyer.		Staff	Ongoing
	Adequate car parking is in place for the numbers envisaged.	42 Car Parking spaces. Also bike rack.	Staff	Ongoing
	Adequate storage for bags, coats already in place for numbers envisaged.	Staff can use area around desk as appropriate.	Staff	Ongoing
b) Social distancing	All staff to keep work areas 2 metres apart and allocate one person only to each work area.	Large office of over 8000 sq ft useable space. Plans show that 20 people can be accommodated on the first floor with 2m distancing. With use of rooms downstairs this might be increased to around 30. Clean lines of site in all main areas of the office. Glazed panels in most doors.	Staff working on site.	Ongoing
	Provide signage to remind people to keep a 2m social distance		GC/NS	21-7-2020, GC/NS

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	<p>2m is expected to be achievable with the numbers likely to be accessing the office.</p> <p>Exceptionally if this not possible, we will observe 1m+ guidance and put in place appropriate risk mitigation from the following list. All instances must be agreed with either Diocesan Secretary, Head of Finance, Director of HR. If agreed a record will be kept of who it involved, when it took place, why it was necessary, and the mitigation put in place.</p> <p>1m+ would allow for a full return to normal working and remains a longer-term option subject to Government guidance and amended risk assessments.</p> <p>Before a more general move to 1m+ we would amend the risk assessment and will expect a combination of the following.</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 		Staff to get prior authorisation as noted.	Ongoing
	<p>Perspex Screens used in reception area.</p> <p>Floor tape and signs to indicate where people should stand in reception area.</p>			

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	<p>The following will be kept under review, especially if more people return to working from the office</p> <ul style="list-style-type: none"> - Further use of floor tape or paint to mark work areas - Further use of screens to create a physical barrier between people - limit movement of people - rotating between jobs and equipment 		Diocesan Secretary, Head of Finance	Ongoing
	The lift should only be used by one person at a time and only when necessary. For example, as a result of disability or moving a heavy object. Where possible, inform other staff in the building if you are intending to use the lift. Staff to not stand near entrance to the lift if not intending to use.		Staff Notice NS	Ongoing Notice NS 21-7
	Corridors/stairs – particular care to be taken by staff to minimise meeting in corridors or stairs. Only one person to use stairs at any time.	Clear view to ensure this happens	Staff	Ongoing
	Particular care whilst moving through doors if unclear where other staff in building are. Glazed panels to be used. Doors other than fire doors have been propped open.		Staff	Ongoing
	Staff should move to other areas of the office if social distancing might be breached.		Staff	Ongoing
	Staff should reduce movement around the office, and where possible work from their allocated desk.	Desks that can be used will be labelled.	Staff	Ongoing
	Toilets. Final external doors to the toilets will be propped open to improve ventilation and minimise	5 toilet areas. 9 toilet cubicles.	Staff	Ongoing

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	touching of door surfaces after washing hands. Internal door and cubicle doors will not close. Urinals will not be used. Only one person in each toilet area at a time. Additional cleaning will be put in place if numbers increase.			
	Shower controls should be cleaned before and after use by users.	This will support those who wish to cycle to Church House which is in line with government objectives. Mechanical ventilation is in place.	Staff	Ongoing
c) Breaks and canteens	<p>Care should be taken when using Kitchens. Any equipment used should be cleaned before and after use. Hand sanitiser/ hand washing should be done after use.</p> <p>Fridges can be used. Any food should be in a labelled sealed container and must be removed at the end of each day.</p> <p>Staff should bring their own cups/plates/cutlery whenever possible and take them home at the end of each day.</p> <p>Limited use of cups to support meetings is permitted but should be washed as soon as the meeting finishes.</p>	It may be necessary to use the Staff room as additional desk space if demand requires.	<p>Staff</p> <p>NS/GC</p>	<p>Ongoing</p> <p>NS/GC 21/7</p>

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	<p>Minimise waste. If practical take food waste home.</p> <p>Those using the Staff room should clean thoroughly the table and chair before and after use this is especially the case as food is consumed in the staff room. 2m social distancing should be maintained and a limit of 4 people at any one time.</p>			
d) Face covering and masks, and other PPE	<p>No current requirement for use of face coverings. Staff and authorised contractors who want to wear a face covering may do so, but if used by staff and authorised contractors they should ensure they are aware of the relevant guidance. This to be kept under close review given recent changes to government guidance concerning face coverings.</p> <p>We will follow the guidance in respect of other forms of PPE <i>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</i></p> <p><i>Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.</i></p>	We will be relying on good social distancing. Face coverings are not a replacement for the other ways of managing risk. We will monitor government guidance in this area.	Staff	Ongoing
Protect vulnerable workers	Shielded workers are at increased risk of severe illness from coronavirus. Staff will be asked to		Director of HR	As people return

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	confirm whether they are shielding or living with someone in the shielded group before returning to the office. These particular circumstances will then be assessed.			
	During the outbreak, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus. It is not anticipated at present that this will be an issue but again staff will be asked to confirm.		Director of HR	As people return
	Returning staff will be consulted as to anything further that should be taken into consideration in asking them to return to work (reasonable adjustments, protected characteristics, caring responsibilities etc.)		Director of HR	As people return
Cleaning, hygiene and hand sanitiser a) Handwashing	Staff should regularly Handwash in accordance with the guidelines using the toilet facilities in the office. Paper towels should be used and not the hand dryers (which will be switched off).	Main entrance accessed via key locks, catch and keypad. Care should be taken to hand sanitise / wash hands after using these.	Staff	Ongoing
	Deliveries should be kept to a minimum. They should then be either unpacked (taking care not to touch the contents until after washing hands), properly cleaned, or quarantined for 72 hours. Care should be taken to wash hands after handling deliveries.		Staff	Ongoing
	Hand sanitisers to be available in key locations throughout the building (staff to be aware of their locations). Will also be placed in locations where touching of surfaces is likely.	Those returning to be told locations.	Diocesan Secretary / Head of Finance or person	Ongoing

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			nominated by them in their absence.	
	Use of recommended signage on hygiene		GC/NS	In place 21/7/20 GC/NS Ongoing
	Additional cleaning of toilets appropriate to numbers in the office.	The number of toilets and the likely number of staff means this is a low risk. Experience in other venues suggests cleaning does not have to be after every use. Hands will be washed afterwards.	Cleaner / staff volunteers / other arrangements	
b) Clean equipment frequently	Work areas will be cleaned daily. Working mainly from your own work area and ensure nothing is left on your desk to aid cleaning.	Desks to be cleared fully to assist cleaning	Cleaner	Ongoing
	Desks in meeting rooms should be wiped down before and after use.			
	Minimise use of shared equipment such as photo copiers, printers, franking machines If required to be used wipe items of before and after using appropriate cleaning product.	Wipes will be provided.	Staff	Ongoing
	Take care with shared files/ paperwork		Staff	Ongoing
	Frequently clean and disinfect objects and surfaces that are touched regularly such as Main entrance catch and keypad, door handles.		Staff	Ongoing

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Closed/ repurposed areas	<p>Rowan meeting room, resources area will be used for temporary desk working space.</p> <p>Chapel is currently in use as temporary studio for production of online material</p> <p>Staff room may also be used if required.</p> <p>Melanesia is reopened as a meeting room</p>	<p>Appropriate notices. Congo meeting room will remain open for socially distanced small meetings of up to 4 people.</p> <p>Melanesia will be reopened in due course to allow meetings when combined with Congo of up to 10 people.</p> <p>Staff who need to access resources should seek permission from one of Dio Sec, Head of Finance, Director of HR</p>	<p>Staff</p> <p>Notices NS</p>	<p>Ongoing</p> <p>Notices NS 27-7-20</p>
Other matters	<p>Air conditioning/ heating system. HSE guidance suggests that this is very low risk as does the Church of England Guidance, however our maintenance company has currently suggested a cautionary approach is taken and that we switch off, or open windows whilst using for air conditioning/heating for the time being as the system is of a recirculate type. Air is not recirculated between rooms. We will therefore operate with several windows open pending any updated advice.</p>	<p>We will continue to keep under review government guidance and advice from our maintenance company.</p>	<p>NS/GC</p>	<p>NS/GC 21/7</p>

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	Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.	Staff to open several windows.	Staff	Ongoing
	We will prop open internal doors (where they are not fire doors), to aid ventilation and minimise contact with surfaces.		NS	Ongoing
	Staff who feel unwell will be advised to stay at home under existing government guidance to stop infection spreading. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service. If a member of staff becomes unwell whilst at the office, they should leave immediately and follow government guidance on testing.		Staff	Ongoing
	As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak. Find your local PHE health protection team. If the local PHE health protection team declares an outbreak, you will be asked to record details of		Diocesan Secretary/ Head of Finance / Director of HR to act as SPOC depending on availability. Or other responsible person To be clear which is	Ongoing

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	symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.		always nominated . Director of HR	Completed
	Staff should avoid raising their voices. Activities that may lead to this such as the playing of loud music should therefore be avoided. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. Similarly singing should be avoided.		Staff	Ongoing
	Use of IT equipment, TV, projector, speakers in the Conference rooms should be minimised and hand sanitiser used before and after touching of controls. They should also be wiped down after use.	To minimise contact with surfaces, and minimise risk of such contact.	Staff	Ongoing
	The lone working policy should be followed if exceptionally someone is in the office on their own.		Staff	Ongoing
	Risk assessment on Website		GC/JB	
	Covid Secure poster signed and displayed		GC	GC 27-7-20