Rotherham Minster

Risk Assessment
All Saints Centre Offices
Opening the Doors for Office Work

Activity	Name	Date
Preparing the All Saints Centre office to allow staff to move away from home working and back into an office setting. To provide a presence in the town centre for the people of Rotherham, and a more dynamic working environment.	Stephanie Osman - Operations Manager	23/03/21
Who may be harmed?	**Seconded**	**Review Date**
Members of the public, church staff and volunteers	Rev Phil Batchford	As and when Government advice/restrictions change

Hazard	Risk Rating = SxL*			Existing Controls	Additional Controls	By Who	By When	Date Complete
	S	L	R					
Risk of infection/transmission of virus. People can catch the virus from others who are infected in various ways: • virus moves from person-to person in droplets from the nose or mouth when a person with the virus coughs etc. • the virus can survive on surfaces for up to 72 hours • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth	3	3	9	• The stay at home order ends on the 29th March, after this point we are simply asked to continue work from home were possible. • To prevent the need for full office quarantine should someone come into 'close contact**' with another individual we are maintaining strict distancing procedures when in the office. • In the toilets and kitchen, paper towels are to be used to dry hands, not the kitchen towels. • High contact areas such as door handles, door push plates, light switches, hand rails, kettles, and taps will be cleaned daily (or more frequently if different groups are using the building). Last person out of offices spaces to clean down these high impact areas.	• Arrange cleaning. • Maintain adequate levels of hand sanitizer in the building. • Monitor signage about hand washing. • 'Clean as you use' systems for shared areas and shared equipment. • Remove kitchen towels, replace with paper towels. • Get disposable gloves for kitchen use and cleaning	Staff and volunteers	Ongoing	-

				• Whilst people are in the building, office and kitchen doors can be propped open so that fewer people need to touch the door handles. ○ These must all be closed when the building is vacated to comply with our fire safety regulations. • Busy areas such as toilets, kitchens and work spaces will be cleaned daily. This will need to be a team effort! There will be a clean as you go system. • When in the kitchen staff must wash and dry hands before using anything and wear face coverings and gloves. • Use of gloves and masks to make tea, drinks can be made for others if hands are washed first. • Bins will be emptied regularly (weekly in areas used by one individual, daily in toilets, kitchens and communal areas). Staff and volunteers are to wear gloves and wash hands immediately after emptying bins. • Windows to be open to improve air flow in the building. • Hand sanitiser stations are positioned in various places around the building. • Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands. • Remind staff and volunteers not to touch their faces. • Staff and volunteers are not required to wear face coverings whilst at their work stations but may do so if they wish. Staff and volunteers are required to wear face coverings when using any other areas i.e. kitchen, toilets, copier etc. • Those who have been vaccinated must still wear a facemask when visiting our buildings. This is because vaccinated people may still be able to				

				transmit the virus, even though they will not display symptoms. For measures on Social distancing, please see section below.				
Hot Desking and Equipment Sharing There could be increased risk of virus infection and transmission when hot desking sharing equipment.	3	3	9	• Where possible, staff and volunteers should continue to work from home and follow Government guidance about social distancing and hygiene practice. • No hot desking will be allowed. Staff members will each have their own desk assigned. Desks will be arranged to leave 2m+ between staff members. • If communal equipment is being used, it should be cleaned and disinfected before being used by someone else. ○ When using the copier people should sanitize hands before touching the screen.	• Continued cleaning of shared work spaces and equipment.			
Social distancing, working together and meetings A lack of 2m Social Distancing puts people within range of a cough or sneeze which can then be inhaled and risks virus transmission.	3	3	9	• Except in emergency situations, staff and volunteers should maintain a distance of 2m from each other. • If more than one person is working/meeting in an area, they should sit side-by side or back-to-back, rather than face-to-face. ○ Desks will be arranged to accommodate this. • There are signs up around the building to remind people to social distance. • Where possible, staff and volunteers will not share work spaces. Offices will be as follows; ○ Only one person per office room (admin and music) at a time, unless it is Phil and Christine. ○ The centre open plan space can accommodate four people, evenly spaced out. ○ While it is possible to accommodate all staff (7) in the office at one time, it is not ideal as it puts unnecessary pressure on the communal spaces. Therefore a mix of home and office working should be encouraged.	• Signage to remind people to social distance visible. • Desks are arranged to accommodate a 2m+ distance.			

				○ Diaries are to be used to maintain this. • Where possible, meetings should continue to be on Zoom. If meetings must be carried out in person, people should sit at least 2m from each other, with seating locations marked out on the floor if necessary. Good ventilation should also be ensured e.g. by opening windows or external doors. • Good hand washing practice should also be followed at all times. • Break times should be socially distanced with food consumed as desks only.				
Higher risk areas of the ASC Heavily used areas of the building are more likely to present an infection risk.	3	3	9	• Staff and volunteers should wash hand regularly or use hand sanitiser. • High contact areas such as door handles, door push plates, light switches, and taps will be cleaned regularly. • Busy areas such as toilets, kitchens and work spaces will be cleaned more regularly. • Only one person should use the downstairs toilets at one time due to the limited amount of space and inability to social distance. ○ To reduce 'traffic' for toilets, the disabled toilets will become the 'gents' and the other toilets will be the 'ladies' • If queuing for toilets, social distancing should be observed. • Only one person should be in a kitchen at one time due to the limited amount of space and inability to social distance. • In kitchens, staff and volunteers are to make sure that hands are dried on paper towels and not the tea towels. • Hand washing instruction posters are displayed in toilets and kitchens.	• Hand washing posters in toilets and kitchens.	Staff and volunteers	Ongoing	-

				• People should not pass in the entrance corridor. Instead, one person should wait whilst the other person comes in or out.				
Extremely clinically vulnerable and clinically vulnerable staff and volunteers Some staff may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable. Those who are extremely clinically vulnerable are those who have been told to shield. Those who are clinically vulnerable include • people aged 70 or over • pregnant women those with underlying health conditions	3	3	9	• Staff and volunteers who are classed as extremely clinically vulnerable should not return to work until vaccinated. They should continue to work from home. • Those classed as extremely clinically vulnerable should be offered extra support e.g. help with shopping, collecting medication. • Staff and volunteers who are classed as clinically vulnerable should be encouraged to work from home until vaccinated, but where this is not possible, they should be offered additional protection and/or advice so that they can achieve effective social distancing. • Staff and volunteers who are remaining at home (either through shielding or because they are choosing to self-isolate) should be contacted regularly to ensure they do not feel isolated. • Those living in a household with someone who is shielding should also be strongly encouraged to continue to work from home until those shielding are vaccinated. If they must return to work, they must follow guidance on hygiene practice and social distancing.	• Speak to staff and volunteers to ensure that people who are working from home have sufficient IT to perform their duties.	Staff	Ongoing	-
Staff and volunteer health, including mental health issues and anxiety over returning to work Staff and volunteers may get sick with coronavirus. Staff and volunteers' mental health may be affected due to lockdown, bereavement, and fears surround Covid-19. Staff and volunteers may feel anxious about returning to work when the government advice allows this.	3	3	9	• Anyone with symptoms of coronavirus must self-isolate for 7 days. • Those who live with others and where one person has symptoms must self isolate as a household for 14 days from the day that the first person because ill. • All Government guidance on what to do if you or someone in your household has symptoms should be followed. • Anyone showing symptoms should inform their line manager/team leader and should not come in to work.		Staff and volunteers	Ongoing	

				• Return to work will be discussed with all staff and volunteers. Suitable arrangements will be put in place to allow staff and volunteers to feel safe about returning to work, including the possibility of phased return. • Many people may feel anxious about returning to work. Support will be provided for those people so that they can feel safe about returning to work and confident in our approach to keep them safe. There is also the possibility of phased return.				
Managing visitors and contractors With people entering the building, there is the potential for guidance not to be followed and therefore for the risk of transmission to be higher.	3	2	6	• Where possible, visitors should be encouraged to contact us by telephone or email. If face to face is required, Zoom meetings should be used where possible. • If visitors must have a physical face to face meeting, all the information in this Risk Assessment should be followed. • Contractors should only access building to carry out routine servicing that is required for safety and also emergency repairs. They also must follow all the guidance in this risk assessments. • Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site.	• Keep a record of visitors and contractors including telephone numbers in case there is the need for contact tracing.	Staff	Ongoing	-
Premises access and travel Travel to and from work may lead to greater risk of transmission, especially if staff and volunteers need to use public transport to come to work. There is also greater risk of transmission if several staff members and/or volunteers arrive at work at once.	3	1	3	• Where possible, staff and volunteers are encouraged to drive, cycle or walk to work. If the only option is public transport, home working options should be considered first. • If staff member or volunteer must use public transport, social distancing measures should be followed. They must also wear a face covering, even if vaccinated. • Staff and volunteers should not travel to work in a car together unless they are from the same household. Alternatively, they could walk or cycle to work with one person from outside their household as part of their daily exercise. • All non-essential work travel should be	Buy hand sanitiser for entrances/exits.	Staff	Ongoing	-

				minimised. • If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained. • Hand sanitiser is available at both entrances/exits.				
Cases of possible on-site infection Where someone is showing symptoms of corona virus, there is a high risk of transmission.	3	2	6	• Where an employee or volunteer shows symptoms of coronavirus, they will be sent home immediately and asked to follow government guidance. • Employees or volunteers that have needed to work within 2 metres of the person showing symptoms will also be sent home immediately and asked to follow government guidance. • Upon possible infection, all areas that a symptomatic person has been in need to be deep cleaned. If this is not possible, it should be completely vacated for 72 hours to allow the virus time to die on any contaminated surfaces or items. • Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal. • Cleaning staff should use disposable cloths and cleaning solutions that will kill the virus e.g. bleach spray. They must also wear appropriate PPE e.g. gloves, face masks, eye protection. They should put all clothes in the washing machine as soon as they get home. • Waste from cleaning of areas where possible cases have been should be double bagged and held in a secure place for 72 hours before being disposed of in the black wheelie bins. • Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site.	• Put up signs to remind people of symptoms. • Consider keeping a record of who has been in the building and when to assist with contact tracing if someone becomes symptomatic. • Arrange purchase of cleaning products, disposable cloths and PPE (disposable gloves, face masks, eye protection).	Staff	Ongoing	-

Poor communication Transmission of the virus is more likely if people are unaware of what precautions they must follow. There is also false information being circulated, especially on social media, which may confuse people as to what the guidance is and how they should act in accordance with it.	3	2	6	• Communicate clearly with all staff and volunteers during the pandemic to inform them of guidance and risk assessment. • Signage around building to inform people of the guidance and what they need to do. • Operations Manager to monitor changes in government guidance and legislation and inform people of any changes. Explanations will also be provided of what the changes look like in practice. • Regularly remind staff and volunteers of the requirement to stay at home if they are symptomatic.	• Put up signage	Staff	Ongoing	-
Managing return following overseas travel A failure to observe quarantine restrictions when returning to the UK may increase the likelihood of transmission if the person has caught the virus when overseas.	3	1	3	• OVERSEAS TRAVEL IS CURRENTLY PROHIBITED • Staff and volunteers must follow any quarantine rules as set out by the government. • Staff and volunteers will not be allowed to return to work during the quarantine period, but may work from home.		Staff	Ongoing	-
Legionella and Legionnaires' Disease Although minimal, there is a slight risk of legionella in standing water in our water system which can lead to Legionnaires' Disease.	3	1	3	• Unused toilets are being flushed weekly and unused taps are also being run weekly. • Prior to re-opening, unused taps should be run for 5 minutes (both hot and cold taps).	• Keep a record of these actions so in the event the person responsible becomes unwell others know when this should be done.	Staff	Ongoing	-
Cyber security There is the potential for an increase in cyber security threats including computer viruses, phishing and scan e-mails. Increased use of online meetings has also led to an increase in 'Zoom-bombing'.	3	2	6	• Inform staff and volunteers to be aware of the cyber security threats. • Encourage staff and volunteers to block phishing e-mails and to have Spam filters set up. • Continue to follow Data Protection guidance surrounding sharing and storing personal data online. • Zoom meeting links should contain encrypted passwords and where possible, the waiting room function should be used and meetings should be locked when all attendees have arrived. Where this is not possible, the host should monitor any unwelcome activity and remove such people from the meeting.		Staff	Ongoing	-

*Severity 1-3 (S) x Likelihood 1-3 (L) = Rating

****What do we mean by a 'contact'?** (taken from Gov website https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
- being coughed on
- having a face-to-face conversation within one metre
- having skin-to-skin physical contact, or
- contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19