







Risk assessment for : The Church of England Pensions Board



Risk assessment name	Managing COVID-19 In The Workplace - All Supported Housing Schemes	Assessment type	 General
Assessor name	Steven Jackson	Affected site(s)	Capel Court, Dulverton Hall, Fosbrooke House, Gracey Court, Manormead Supported, Ramsay Hall, Stuart Court
Assessment date	04/08/2020	Review period	Custom
Approved by	Steven Jackson	Review date	14/09/2020
Approved date	04/08/2020	Reference	THE921233






Workspace(s)	Description
<div>  Access / Egress  Office  Outside Area </div> <div>  Processing  Storage </div>	<p>The assessment refers to the imposed 'social distancing' and 'infection control' measures required for Supported Housing schemes in response to controlling the transmission of the Covid-19 Virus.</p> <p>It is based on the Scheme Compliance Action Plans</p> <p>It details how these measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.</p> <p>Ongoing and up to date guidance can be found: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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<div data-bbox="322 199 454 316" data-label="Image"> </div> <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings) - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff</p> <p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="1025 215 1115 304" data-label="Image"> </div> <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="1025 595 1115 684" data-label="Image"> </div> <p>Cleaning Schedules in Operation Cleaning Schedules in Operation to ensure safe working and social distancing for all staff</p> <div data-bbox="1480 595 1570 684" data-label="Image"> </div> <p>Employees trained in Chemicals/CoSHH procedures Employees given additional and on-going advice and awareness training to ensure new chemicals are used effectively and safely</p> <div data-bbox="1025 943 1115 1032" data-label="Image"> </div> <p>PPE Issued, Worn & Disposed Of Correctly. PPE Issued, Worn & Kept In Good Condition and then disposed of correctly.</p> <p>If dealing with bodily fluids then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>2 x 5</p> <div data-bbox="2011 248 2085 341" data-label="Image"> </div> <p>Medium</p>
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 <p>Contractors / Visitors / Drivers Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div>  <p>All Visitors To Site To Be Pre-Arranged And Times Staggered</p> <p>No Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> </div> <div>  <p>Deliveries Not To Be Handed Directly</p> <p>Deliveries to be placed in a designated location whilst deliverer and receiver maintaining social distancing guidelines.</p> </div> <div>  <p>Documentation Issued Electronically Where Possible</p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>







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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> </div> <div style="width: 45%;">  <p>Managed Entry</p> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing. Queue management can be applied outside the premises at the Scheme Managers` discretion</p> </div> </div> <div style="margin-top: 20px;">  <p>Protective Interface Established</p> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div style="margin-top: 20px;">  <p>Regular Cleaning Including Increased Cleaning Of Touch Points.</p> <p>Touch points cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly.</p> <p>Disposable cloths used where possible to reduce transmission.</p> </div>	





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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> </div> <div style="width: 45%;">  <p>Visitor Rules System Operated Ensure that all visitors/contractors and suppliers are made aware of protocols before attending site if practicable</p> </div> </div> <p> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	




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 <p>Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection</p>	<div>  <p>Employees Advised to Wash Clothes After Work If clothes for some staff (not catering teams) cannot be changed into at work, staff will be advised to launder clothes as soon as possible to prevent the contamination of clothing. Suitable machine ready laundry bags to be made available to staff.</p> </div> <div>  <p>Hand Washing and Increased Facilities Provided Increased hand washing (santisers / dispensers) provided through the workplace including at entrances and different parts of the building and common areas.</p> </div> <div>  <p>Information, instruction and training given on hygiene Information, instruction and training to be updated and protocols put in place with changing advice and legislation</p> </div> <div>  <p>Increased Waste Management Waste facilities increased throughout the scheme with more frequent collections and appropriate disposal protocols put in place</p> </div> <div>  <p>Signs And Posters To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis and to follow any updates in good hygiene practices.</p> </div>	<p>2 x 2</p> <p>4</p> <p>Low</p>



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		 Use of Face Coverings and PPE PPE to be worn for specific tasks in entering residents flats; any repairs or servicing, delivery of meals etc. If an employee chooses to wear a face mask on a more permanent basis then they will be supported in the workplace Wash your hands thoroughly with soap & water or with sanitiser before putting on a face mask / PPE and upon removing it When wearing a face covering, avoid touching your face or face covering, as you could contaminate then with germs from your hands Change your face covering if it becomes damp or, if you've touched it Continue to wash your hands regularly Change and wash your face covering daily If the material is washable, wash it in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste	
 <p>Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	 Cases Recorded and Investigated (Staff & Residents) Records maintained of those who are isolating or who develop symptoms. Protocols in place to record and monitor those that are isolating or shielding. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.	<p>3 x 7</p>  <p>21</p> <p>Medium</p>



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healthcare-settings		<p> Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p> Employee To Go Home Immediately The employee will be sent home directly from work and should maintain social distancing returning home. Areas where the employee has worked should be fully cleaned and sanitised.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	



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		<p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> PPE Issued, Worn & Disposed Of Correctly. Disposable or washing-up gloves and aprons to be worn for cleaning.</p> <p>Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal through the normal collection.</p> <p>If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p>If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and aprons and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Contact the Local Public Health Team for further guidance if you have confirmed case in your workplace.</p>	





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		<div data-bbox="1032 331 1115 419">  </div> <p>Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <div data-bbox="1032 678 1115 766">  </div> <p>Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	






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 <p>Residents - Social Distancing Maintaining Social Distancing for Residents</p>	<p>All staff</p> <p>How? Direct contact or not adhering to social distancing will increase the risk of transmission of Covid-19 between people.</p>	<div data-bbox="1032 331 1115 419"></div> <p>Communication With Families</p> <p>Relevant and timely communication to be maintained with families of residents to ensure they are aware of control measures in place such as visiting restrictions.</p> <div data-bbox="1032 679 1115 767"></div> <p>Controlled Access To The Premises</p> <p>No unauthorised visitors permitted to the site including tradespersons or other contractors.</p> <p>Visitors must be prearranged and approved by the appropriate person in line with guidelines and social distancing maintained where at all possible.</p> <div data-bbox="1032 954 1115 1042"></div> <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>All staff and any visitors to adhere to the stringent infection control hygiene protocols as detailed in policies for the setting.</p> <p>This will include the washing of hands for 20 seconds with soap and water and/or the use of sanitiser as per the infection control procedures.</p>	<p>3 x 7</p>  <p>21</p> <p>Medium</p>

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		<div data-bbox="1032 331 1115 419">  </div> <p>Monitoring In Place Pro-active monitoring systems in place to ensure cleaning levels are being maintained throughout communal areas. Monitor the areas where residents are more likely to struggle to social distance</p> <p>Infection control audits will support this.</p> <div data-bbox="1032 608 1115 695">  </div> <p>PPE Issued, Worn & Kept In Good Condition Relevant PPE worn and employees trained in effective use, storage and disposal in accordance with the up to date Government guidance.</p> <p>https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe</p> <div data-bbox="1032 922 1115 1010">  </div> <p>Residents Made Aware of Social Distancing Residents communicated with on a regular basis on hazards and controls. Residents receive updates through letters, circulars, briefings, signs, and personal socially distanced conversations</p> <div data-bbox="1489 922 1572 1010">  </div> <p>Support Plans And Risk Assessments Are Updated and Reviewed. Support Plans and Risk Assessments will be reviewed and updated on a regular basis in response to Covid-19.</p>	











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		 <p>Time Spent Inside Social Distancing Guidelines Minimised At All Times.</p> <p>Time spent outside social distance guidelines when carrying out tasks, will be minimised at all times.</p> <p>Employees will spend only the absolute minimum time required to carry out tasks such as the provision of first aid within social distancing guidelines.</p> <p>At all other times the social distancing guidelines will be adhered to with other service users, staff and visitors.</p>	
 <p>Shared Common Areas</p> <p>- Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How?</p> <p>Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	 <p>Challenging Agreed Guidance In The Schemes</p> <p>Protocols in place to deal with those residents and staff members who do not comply with Government Guidelines and practice social distancing and effective hygiene control within the scheme .</p> <p>Guidance should be updated as and when it changes and scheme information/posters/advice displayed for the benefit of everybody.</p>  <p>No Non-Essential Visitors Permitted.</p> <p>Only essential visitors to be permitted to site.</p> <p>Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

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		<div data-bbox="1025 331 1120 422"></div> <div data-bbox="1137 325 1444 427">Numbers Of People In Common areas Managed.</div> <div data-bbox="1137 437 1444 644">Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</div> <div data-bbox="1478 331 1572 422"></div> <div data-bbox="1590 325 1892 389">Pro-active Monitoring In Place</div> <div data-bbox="1590 405 1908 676">Common areas, including toilets and access and egress routes are reviewed frequently, and social distancing measures are put in place where appropriate.</div> <div data-bbox="1025 715 1120 805"></div> <div data-bbox="1137 708 1639 740">Regular Cleaning Of Common Areas.</div> <div data-bbox="1137 750 1908 884">Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</div> <div data-bbox="1137 925 1908 1027">The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</div> <div data-bbox="1137 1066 1841 1129">Disposable cloths will be used where possible to reduce transmission.</div> <div data-bbox="1025 1168 1120 1259"></div> <div data-bbox="1137 1161 1576 1193">Use Of Stairs Rather Than Lifts.</div> <div data-bbox="1137 1203 1899 1340">Stairs should be used rather than lifts to prevent people from being in close proximity. Those that need to use the lifts should do so based on one individual or one household at a time (notices to be placed in relevant areas)</div> <div data-bbox="1137 1378 1621 1410">Touchpoints will be cleaned frequently.</div>	

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 <p>Shared Use Of Tools And Equipment - Shared use of equipment may increase the risk of transmission of the virus from person to person. This may include tools, office equipment and kitchen utensils and crockery.</p>	<p>All staff, Contractors Visitors</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	<div>  <p>Equipment To Be Cleaned In Between Use</p> <p>Employees to clean any shared plant, tools or equipment before and after use.</p> </div> <div>  <p>Monitoring In Place</p> <p>Pro-active monitoring systems in place to check if staff are adhering to the controls and to see if they are effective and adequate.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>Staff Attending The Workplace Where individuals are coming together of groups of more than two at any one time for work purposes at any of the schemes</p>	<p>All staff, Contractors Visitors</p> <p>How? Where more than one person attends work this increases the risk of transmission of the Covid-19 virus.</p>	<div>  <p>Break Times Staggered.</p> <p>Break times staggered throughout the day to reduce the number of people gathering in break areas.</p> </div> <div>  <p>Car Park Controls</p> <p>Where required car park spaces will be cordoned off so that when people park their vehicles it allows for social distancing.</p> </div> <div>  <p>Effective Work Planning - Staff and Layout</p> <p>For those staff who are required to be at work & cannot work from home - the layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p> </div> <div>  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

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		<div data-bbox="1032 331 1115 419"></div> <p>Lone Working Is Avoided/Kept To A Minimum</p> <p>Protocols reviewed in respect of those staff that are working on site, alone. Ensure social distancing and safety can be maintained when at all possible</p> <div data-bbox="1032 715 1115 802"></div> <p>People Moving Through The Scheme and Encouraging Social Distancing</p> <p>Staff to give way on corridors to residents. Access controlled to certain areas with only one person or the same household in lifts. Use of markings on walls and floors where required to indicate and promote social distancing.</p> <div data-bbox="1032 954 1115 1042"></div> <p>Pro-active Monitoring In Place</p> <p>Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <div data-bbox="1480 954 1563 1042"></div> <p>Put signage in place to inform people of social distancing</p> <p>Following the two-metre guidance, handwashing, use of gloves and PPE where applicable, covering of nose when sneezing etc. (Citation have produced some signs which can be also be printed & laminated)</p>	

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		<div data-bbox="1025 331 1115 419"></div> <p>Regular and Consistent Cleaning Regime In Place Regular cleaning of work areas to take place.</p> <p>Increased frequency of cleaning of regularly touched surfaces to be carried out.</p> <p>Deep cleans to be carried on a regular basis where required where risk assessment identifies it as a necessity.</p> <p>The appropriate disinfectant used in line with COSHH assessment.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <div data-bbox="1025 850 1115 938"></div> <p>Staff & Rest Areas Controlled Access Staff and rest areas to be controlled so that social distancing can be adhered to.</p> <p>In some situations, it may be required to close these facilities if the risk cannot be controlled.</p>	


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		<div data-bbox="1032 331 1115 419"></div> <p>Staff Awareness - Information, Instruction & Training Provided To Employees</p> <p>Employees advised and consulted on risks and controls in the work place</p> <p>Staff communicated with on a regular basis on the hazards and controls in the workplace.</p> <p>Employees receive training through the use of briefings, announcements, posters, signs and any courses</p> <p>Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</p> <div data-bbox="1032 746 1115 834"></div> <p>Start/Finish Times Staggered.</p> <p>Staggered start and finish times should be implemented to reduce congestion and contact at all times.</p> <p>Staff teams are relatively small and catering teams work in their own work place area</p> <div data-bbox="1032 1161 1115 1249"></div> <p>Toilets</p> <p>Ensure that where possible, safe distancing is applied during the use of urinals where it is reasonable to do so. e.g putting a do not use or tape sign over the middle urinal where there are three urinals, and by placing a do not use or tape sign on one urinal where there are two urinals</p>	




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		<div data-bbox="1032 331 1115 419"></div> <p>Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces. Use of extraction fans may help to increase ventilation. Adjustments to be made to ensure adequate ventilation remains in place. Fire doors will not be propped open.</p> <div data-bbox="1032 646 1115 730"></div> <p>Work Activities And Risk Assessments Reviewed. Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused.</p> <p>Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities. These will be reviewed as things change.</p> <p>Care will be taken to ensure that reducing staff numbers doesn't introduce further hazards.</p> <div data-bbox="1032 1026 1115 1114"></div> <p>Working From Home Assessed And Controlled Where it cannot be avoided, and in accordance with Government guidelines on shielding, working from home can be done for certain roles. This should be recorded centrally along with the assessment of any additional risks and controls required.</p>	





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<div data-bbox="320 312 456 432" data-label="Image"> </div> <p style="text-align: center;">Staff Facilities</p> <p>- Difficulties in exercising social distancing due to shared use of staffing areas</p>	<p>All staff</p> <p>How?</p> <p>Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div data-bbox="1030 328 1115 419" data-label="Image"> </div> <p>Access To Kitchen Restricted</p> <p>The number of people permitted into the kitchen restricted to ensure that social distancing can be maintained whilst accessing facilities and equipment. Work areas and preparation planning to be carried out each day to maintain social distancing if more than one worker is present in the kitchen.</p> <div data-bbox="1030 608 1115 699" data-label="Image"> </div> <p>Employees Advised To Bring In Own Food Where Possible.</p> <p>To reduce the need to access equipment and facilities or local shops, employees will be encouraged where possible to bring in own food. Staff can be offered a lunch time meal if there are left overs and stringent hygiene and social distancing is applied</p> <div data-bbox="1030 887 1115 978" data-label="Image"> </div> <p>Good Cleaning Standards Maintained.</p> <p>Regular cleaning of all staff room equipment and surfaces carried out using the appropriate cleaning agent in line with COSHH assessment and correct PPE.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p>	<p>2 x 5</p> <div data-bbox="2016 363 2083 459" data-label="Text">  <p style="font-size: 24pt; color: orange;">10</p> </div> <p>Medium</p>




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		<div data-bbox="1032 331 1115 419">  </div> <div data-bbox="1137 323 1458 507"> <p>Monitoring Carried Out Monitoring of the cleaning carried out and recorded where appropriate.</p> </div> <div data-bbox="1480 331 1563 419">  </div> <div data-bbox="1592 323 1912 818"> <p>Staff Rooms / Dining Areas Arranged So That People Can Socially Distance. If the sole use of staff rooms on staggered breaks cannot be implemented, ensure that seating is spaced out, so people can sit apart. Tables moved, or removed in staff rooms or communal dining rooms</p> </div> <div data-bbox="1032 850 1115 938">  </div> <div data-bbox="1137 842 1451 1129"> <p>Staggered Break Times Implemented to Separate People. Breaks taken separately, but within small staff teams and tables reconfigured in staff room.</p> </div>	




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Travelling To And From Work. - Sharing of a vehicle to, from or within work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div data-bbox="1030 343 1115 427"> </div> <p>Alternative Travel Arrangements Instead Of Car Sharing. Where usual car share arrangements mean people from different households being in the same vehicle it may be necessary for some to use public transport providing they can maintain social distancing and practise good hygiene before and after their journey.</p> <p>Alternatives may include staff walking and cycling to and from work.</p> <div data-bbox="1030 689 1115 774"> </div> <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>
 <p>Working in Resident's Flats - Working in resident's flats or garden</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk</p>	<div data-bbox="1030 986 1115 1070"> </div> <p>Awareness and Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Risk assessment for : The Church of England Pensions Board

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	of transmission of Covid-19	<div data-bbox="1032 331 1115 419"></div> <p>Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> <div data-bbox="1032 646 1115 730"></div> <p>Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit should be cancelled & the employee will leave the site immediately and report to the manager.</p> <div data-bbox="1032 991 1115 1075"></div> <p>Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p>	

Risk assessment for : The Church of England Pensions Board

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Non-Essential Work Is Not Carried Out All jobs will be reviewed to identify if the job is essential to be carried out at this time.</p> <p>Where possible the job will be rescheduled for a more appropriate time.</p> <p> PPE Issued, Worn & Kept In Good Condition Appropriate PPE as advised by Central Government will be worn in accordance with instructions.</p> <p>This will be maintained effectively and cleaned using appropriate disinfectant where relevant or disposed of correctly in line with current advice.</p> <p> Social Distancing Adhered To Where at all practicable social distancing should be adhered to at all times by all people throughout the visit.</p> <p>Use of signs, markers and announcements to remind people of the requirements.</p>	

Risk assessment for : The Church of England Pensions Board

Further control measures

None required

Operating procedures

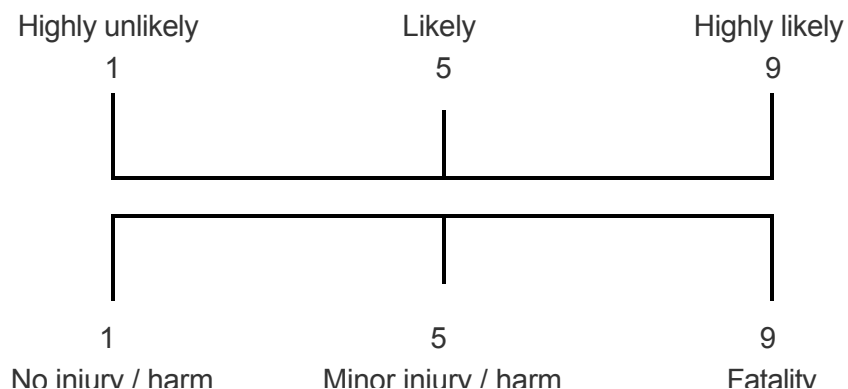
Measures of 'social distancing' and 'infection control' should be applied following the up to date guidelines issued by the Government at all times.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Risk assessment for : The Church of England Pensions Board

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Steven Jackson

Approved by signature: Steven Jackson