

# Risk Assessment Record

Risk assessment of: **COVID-19 for Latchcourt Room Rentals**

Assessor: Jennifer Mills-Knutsen Date: October 7, 2020

**Overview of activity / location / equipment / conditions being assessed:**

This risk assessment specifically looks at the risks for COVID-19 in the use of the Main Hall, Club Room, Choir Room and Towers for Latchcourt Clients. It covers risks to both workplace risks to AIC staff and risks to clients.

Hazard(s) identified	Person/s affected	Existing controls (how the risk is being mitigated)	Additional controls required	Person Responsible	Done?
Arrival of someone with COVID-19 symptoms or onset of symptoms while at the church	Clients, AIC staff, Soup Kitchen staff, contractors	<ul style="list-style-type: none"> <li>Signage added to all entrances reminding people of the symptoms and announcing that anyone with symptoms may not enter the building.</li> <li>Require handwashing and/or hand sanitizing from every person entering the building</li> <li>Conduct temperature checks for all who enter the building</li> <li>Anyone who experience the onset of COVID-19 symptoms will immediately be sent home to self-isolate, per government guidelines. They will not be allowed to return until that isolation period is complete. This applies to clients and staff alike.</li> </ul>	Signage must be created and posted	Jennifer to create, Monty to post	X
			Three hand sanitizer stations purchased, one for each entrance (Upper vestibule, Side Door, downstairs hallway)	Jennifer to order, Monty set up	X
			Hot water heaters installed in three sinks that do not currently have hot water	Monty	X
			Purchase two contactless thermometers for receptionist use	Jonathan to order	X
Presence of someone who is asymptomatic	Clients, AIC staff, Soup Kitchen	<ul style="list-style-type: none"> <li>Face coverings must be worn in all common spaces, including hallways, toilets, entry and exit points, and shared workspaces. Face coverings must be work properly, covering both mouth and nose, in these areas.</li> </ul>	Post signage on exterior doors announcing required face coverings, handwashing and use of tissues.	Jennifer to create, Monty to post	X

	staff, contractors	<ul style="list-style-type: none"> <li>Remind staff and clients on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. regularly wash hands for 20 seconds throughout the day</li> <li>Remind all staff and clients 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</li> </ul>	<ul style="list-style-type: none"> <li>Post reminder signage on interior doors to wear face coverings in shared spaces</li> <li>Stock all handwashing areas with paper towels</li> <li>Stock all rooms with tissues</li> </ul>	Jennifer to create, Monty to post Monty Monty	X X X
Presence of virus on surfaces	Clients, AIC staff, Soup Kitchen staff, contractors	<ul style="list-style-type: none"> <li>Professional cleaning will take place daily when clients are booked.</li> <li>Daily cleaning will pay special attention to doors, windows, toilets, light switches, handrails and other frequently-touched surfaces.</li> <li>Clients may choose to undertake additional cleaning measures throughout the day within their spaces, or pay for a midday cleaning during their lunch break.</li> <li>Staff are required to wipe down shared surfaces (phones, keyboard, door handles) at the end of each shift.</li> </ul>	<ul style="list-style-type: none"> <li>Arrange daily cleaning and provide any extra cleaning resources required.</li> <li>Create checklist of surfaces for staff to wipe down at the end of their shift.</li> <li>Stock antibacterial wipes for staff to use for surface cleaning as needed.</li> </ul>	Monty  Jonathan to reorder new supply	X
Spread of virus via shared indoor spaces	Clients, AIC staff, Soup Kitchen staff, contractors	<ul style="list-style-type: none"> <li>Social distancing <ul style="list-style-type: none"> <li>All staff and clients are asked to maintain 2m social distancing in all common areas as much as possible.</li> <li>Once clients are into their booked rooms, we recognise that they may not be able to work or rehearse while maintaining social distancing. Clients must use their own judgment and create their own COVID-19 risk assessment on these matters.</li> <li>Manage traffic flow between Soup Kitchen, AIC staff and Latchcourt clients to prevent interaction and shared entry/egress as much as possible. Main Hall clients to use Tower stairwells. Club Room and Choir Room clients and SK staff/volunteers instructed not to linger in downstairs hallway, only use for entry/egress.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Social Distancing <ul style="list-style-type: none"> <li>Create and post signage reminding all to maintain social distance in common areas</li> <li>Require each client to create own COVID risk assessment</li> <li>Post signage indicating clients are not to linger in hallway.</li> <li>Remove or post signage on seats/couches in downstairs hallway to discourage sitting there.</li> <li>Add visual barrier of screen in hallway between SK and Club Room to discourage wandering.</li> </ul> </li> </ul>	Jennifer to create, Monty to post  Monty  Monty	X

		<ul style="list-style-type: none"> <li>● Staggered shifts <ul style="list-style-type: none"> <li>○ Only one receptionist will be working at a time, with the Business Manager also on site.</li> <li>○ AIC Staff office occupancy will be reduced to one. All staff who share offices must pre-arrange with their office mates a schedule that allow them to work at different times, if they cannot work from home.</li> </ul> </li> <li>● Toilets <ul style="list-style-type: none"> <li>○ In order to maintain social distance, each group within the building will be assigned its own toilet. This may limit the number of toilets available to each group, but will create “social bubbles” within the building.</li> <li>○ All toilets will be gender neutral for the time being.</li> <li>○ All AIC and SK Staff should use the office toilet. SK staff should use the toilet near the kitchen.</li> <li>○ All market traders and contractors should use the toilet in the South Tower.</li> <li>○ All clients in the Main Hall should use the toilet in the North Tower.</li> <li>○ All clients in the Club Room should use the toilet outside the Choir Room.</li> <li>○ All clients in the Choir Room should use the toilet outside the Choir Room.</li> </ul> </li> <li>● Deliveries <ul style="list-style-type: none"> <li>○ In the morning, deliveries for Latchcourt clients must be made through the sanctuary doors and carried down the North Tower steps.</li> <li>○ Large deliveries should be scheduled after 1:00 p.m., and may be made via the Soup Kitchen door on Whitefield Street.</li> </ul> </li> <li>● Windows</li> </ul>	<ul style="list-style-type: none"> <li>● Staggered Shifts <ul style="list-style-type: none"> <li>○ Notify staff about the need to coordinate time in the office with one another ahead of coming in to work.</li> <li>○ Review Lone Working Policy with all receptionists, and notify them of backup person and where they are in the building in case of emergency.</li> </ul> </li> <li>● Toilets <ul style="list-style-type: none"> <li>○ Create and post signage about which toilets correspond to which groups, gender neutral status of all toilets.</li> <li>○ Stock toilets with paper towels</li> <li>○ Soup Kitchen to clean toilet after shift on days when Club Room is booked in the afternoon</li> </ul> </li> <li>● Deliveries <ul style="list-style-type: none"> <li>○ Notify clients of delivery arrangements</li> </ul> </li> </ul>	<p>Monty</p> <p>Monty</p>	<p>X</p> <p>X</p>
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Spread of virus via consumables	Clients, AIC and SK Staff	<ul style="list-style-type: none"> <li>● Tea and coffee will not be provided by Latchcourt at this time.</li> <li>● One hot pot and one cold pot will be supplied in each room, along with disposable cups.</li> </ul>	<ul style="list-style-type: none"> <li>● Order disposable cups</li> <li>● Instruct receptionists to wipe down hot and cold pots with antibacterial wipes when they are delivered to each room.</li> </ul>	Jonathan Monty	X

Presence of other hazards after long closure		<ul style="list-style-type: none"> <li>● Flush all unused water taps and allow to run for 20 minutes upon reopening, at least five minutes weekly, to prevent Legionnaires disease</li> <li>● Open doors and windows and allow rooms to air out one day before first client arrives</li> <li>● Walk through building to ensure all health and safety equipment is operational (emergency lights, smoke detectors, etc.)</li> <li>● Complete full list of building checks required by Congregational Insurance:  <a href="https://www.congregational.co.uk/news-and-media/post.php?s=preparing-your-church-building-for-re-opening">https://www.congregational.co.uk/news-and-media/post.php?s=preparing-your-church-building-for-re-opening</a></li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Attend to any issues that arise during walk-through.</li> </ul>	Monty	X
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This risk assessment has been completed in accord with guidance from the UK government, from the United Reformed Church, from Congregational Insurance, and from the Borough of Camden. In addition, we have consulted resources produced by the Church of England pertaining to local churches.

This risk assessment will be reviewed and updated each and every time government guidelines change, or no later than 15 November, whichever comes first.