

Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church	Assessment undertaken by
Poole Methodists (The Spire)	Pete Smith & Paul Dredge
Address The Spire, High Street, Poole	Area of the building assessed Whole building usage by community groups
Postcode BH15 1DF	
Date of Initial Assessment 07/09/2020	Assessment Review Date

Social Distancing

Questions to Consider:

1. *In our building, where will social distancing be more difficult?*
2. *What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?*
3. *Can we re-organise our building to reduce the likelihood that coronavirus will spread?*
4. *Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?*
5. *If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.**

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. *Physically arrange communal areas to keep people 2m apart.**
2. *Mark areas using tape or floor paint to help people keep a 2m distance.**
3. *Provide signage to remind people to keep a 2m distance.**
4. *Using screens to create a physical barrier between people.**
5. *Use more than one exit or entry to reduce numbers of people coming together.*
6. *Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.*
7. *Permit only essential trips within the building to maintain social distancing as much as possible.*
8. *Social distancing also to be adhered to in communal areas.*
9. *Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.*

Where you cannot keep a 2m physical distance, you should think about:

1. *Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.*
2. *Assigning one person per area or reducing the number of people in the area.*
3. *Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.*
4. *Keeping the number of people working less than 2m apart to a minimum.*

Social Distancing Plan

- Entrance to the building for community groups during cafe hours will be via sliding doors only.
- Entrance to the cafe will be via the front door or via the sliding doors and chapel corridor for level access.
- Any external queuing will follow the social distancing lines provided.
- One way systems will reduce contact between people arriving for different groups. These are:
 - The atrium will have an anti-clockwise one way system to avoid people passing due to the several exits.
 - There will be a one way system from the cafe to the toilets, through the atrium and then back through the chapel corridor.
 - Groups using hall 1 will exit through the fire escape door to avoid coming back into the atrium.
 - The rear ground floor corridor is one way so groups using CR1 or CR2 must exit via the rear door.
 - Access up to the first floor will be via the lift and the stairs round it only. The one way system will take users back down the rear stairs and out of the rear door.

One way systems will be clearly indicated by floor stickers and wall signs.

- Exceptions to 1 way systems: Due to the geography of the building, in certain situation it will be necessary (or safer) for people to walk against the one way flow. These are:
 - Ground floor users will need to walk against the cafe one way system for a short distance to gain access to the ground floor toilets. This is preferable to looping through the whole cafe.
 - Staff in the Spire Office will need to go counter the flow in the chapel corridor to reach the atrium. This is preferable to looping through the whole cafe.
 - First floor annex side users who need to use the lift or toilet will need to travel against the first floor flow. This is preferable to a long route via stairs which would likely pass many more people.
 - First floor Rose Hall users using the first floor toilets will have to return against a very short section of one way.

Against the flow travel will be directed as “one person at a time” via signage.

A “passing place” will be designated outside CR5 in the longer first floor section.

Doors will be held open to improve visibility.

- Exceptions to 1 way systems: Outside cafe hours, the cafe area will be locked off meaning that the toilet and chapel corridors will become 2 way, one at a time. The atrium and upstairs one way systems will remain in place unless a group is given specific permission

to ignore it by Centre Admin. Such a situation might be for a user of Rose Hall who is the only group in the building. In this case it would make more sense to use the sliding doors and lift staircase for entry and exit.

- In addition to the one way systems, 2m lines will be marked in corridors to assist with social distancing.
- 2 way, one at a time, systems will operate in the vestry corridor accessing the Rose Hall and the corridor accessing Hall 2. These will be signed.
- Waiting in corridors is not permitted as this will inhibit social distancing. Groups will be informed via special COVID terms of hire that they must ensure their leaders and attendees arrive in a timely fashion and can go directly into the room used.
- Male and female toilets' capacity will be limited to 2 persons at any one time via signage.
- The central female cubicle and sink will be taped off to enforce distancing.
- One male urinal and one sink will be taped off to enforce distancing as will one cubicle upstairs.
- Each room has been assessed for its maximum capacity. This number will be highlighted by the COVID T&Cs and bookings process and shown on the room door.
- These reduced room capacities will also mean less people in the corridors.
- In the smaller rooms any excess chairs beyond the stated capacity will be removed.
- Within rooms, it is the user group's responsibility to ensure social distancing meets government guidelines, however, the Spire will ask to see their activity risk assessment and will refuse usage if it is felt to be inadequate.
- Centre Admin will avoid booking large groups with the same arrival times.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Arrival queuing outside the sliding doors.	Public / group attendees	2	1	3	Inform user groups to arrive in a timely fashion. Avoid booking large groups at close start times. 2m queuing lines from sliding doors between annex wall and bollards already exist. Outdoor signage to remind people of social distancing exists.	PD via T&Cs PD PS to check PS to check
Arrival queuing in corridors.	Group attendees	2	2	4	Inform user groups to arrive in a timely fashion. Inform user groups that there will be no queuing in corridors. Avoid booking large groups at close start times. All to wear face masks.	PD via T&Cs PD via T&Cs PD PD via T&Cs, PS via signage
Proximity between people in corridors.	Group attendees	2	1	3	All wearing face masks. 2m tape markings to be placed on floors. Reminder signage in corridors. One way systems as detailed in plan above to reduce the times people pass each other. Specific signage as detailed in plan above where there are “two way, one at a time” systems. Inform groups during quiet times if it may be better for them to ignore the one way system. Doors in corridors will be left held open to improve visibility. Avoid booking large groups at close start times.	PD via T&Cs, PS via signage PS PS PS PS PD PD PD
Proximity in lift.	Group attendees	2	1	3	Signage to limit lift to one household at a time.	PS

Likelihood

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Risk Rating

1-2 = low priority
3-4 = medium priority
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Proximity of users in their room.	Group attendees	2	2	4	Groups informed of maximum room capacity via COVID T&Cs COVID room capacities noted on doors. Remove excess chairs from smaller rooms. Groups informed of their responsibilities to assess COVID risk via T&Cs. Spire view and veto risk assessment if considered inadequate.	PD PS PD PD PD
Transmission between customers in toilets.	All	3	1	4	Toilet room capacity limited to 2 people at a time. Each central female cubicle and sink will be taped off. 1 urinal and sink in each male toilet (plus one cubicle upstairs) will be taped off.	PS signage PS PS

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Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.

For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

Cleaning Plan

- Early morning professional cleaning will be restarted for the whole building. The Cleaning company are fully aware of extra COVID tasks such as cleaning door handles, banisters, switches, etc.
- Toilet rooms will receive an additional middle of the day wipe down in addition to the regular early morning full clean.
- Corridor access doors will be left open (or push only in the one way direction) in order to avoid the need for touching by user's hands.
- Users will be asked in the new COVID T&Cs to wipe down any surfaces or items touched before (where possible) and after use. Anti-viral wipes and small bin will be provided for each room. Signage will remind users.
- The non-fabric chairs will be distributed around the smaller rooms as per maximum capacity to aid wiping.
- In the halls, fabric chairs will either be: left for greater than 72 hours between groups if the room is to be empty for that long, sanitised by users using fabric spray provided, or chairs will be divided into "safe" and "quarantined" stacks. The system to be used will vary and be determined by centre Admin depending on room usage. Where chairs are quarantined, stacks of chairs should be labelled with the day of use, so it can be worked out when they are safe. Day sticky labels to be provided.
- Where possible loose items in rooms will be tidied away to aid cleaning.
- Within rooms, it is the user group's responsibility to ensure that intermediate cleaning of surfaces and equipment meets government guidelines, however, the Spire will ask to see their activity risk assessment and will refuse usage if it is felt to be inadequate.

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Transmission due to build up of contamination over days.	All	1	2	3	Cleaning contract will be restarted for early morning to suit usage. Ensure cleaners know to clean all likely touched surfaces as well as the usual floors, etc. Loose items and furniture will be removed from corridors and rooms where possible to reduce items which can be touched and therefore make cleaning easier	PD PD PD
Transmission via lift buttons or stair banisters	All	2	2	4	Automatic sanitiser stations to be placed at entrance and near top and bottom of lift/stairs. Signage will encourage sanitising prior to using stairs or lift.	PS PS
Transmission via user equipment and surfaces	Group attendees	2	2	4	Provide wipes and bin for each room. Groups informed of their responsibilities to assess COVID risks. Spire view and veto risk assessment if considered inadequate.	PS initial then PD PD via T&Cs. PD
Transmission via chairs.	Group attendees	2	2	4	Non-fabric chairs distributed round small rooms Provide wipes and bin for each small room. In halls, fabric chair sanitising system to be agreed with users depending on usage. Options are quarantine only, sanitise via fabric spray, or have “safe” and “quarantined” stacks.	PD PS initial then PD PD to agree PD to provide spray or day labels for stacks.
Transmission via doors	All	2	2	4	Corridor access doors to left open or requiring push only in direction of 1 way. Sanitisation station outside toilets. Patrons to sanitise before and after as well as normal hand washing.	PD PS install PS signage
Transmission via toilets	All	3	2	5	Staff / volunteers to use the lesser used upstairs toilets. Toilets to have professional daily morning clean. Toilet surfaces to have additional midday wipe down. Sanitisation station outside toilets. Patrons to sanitise before and after as well as normal hand washing.	PD PD PS to install PS signage

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Good Hygiene

You need to think about:

1. *Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.*
2. *Providing handwashing facilities (running water, soap and drying means) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.*
3. *Providing hand sanitiser in multiple areas in addition to washing facilities.*
4. *Providing tissues throughout the building.*
5. *Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:*
 - a. [Public England's Covid-19 Employer's and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
6. *Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.*

Personal Protective Equipment

Face Masks and Gloves

- *Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.*
- *The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.*

Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

Hygiene Plan

- Centre Admin will have their temperature recorded prior to the start of every shift.
- Hand washing facilities available for toilet users.
- Free standing automatic sanitiser dispenser just inside atrium and at cafe entrance with signs encouraging use.
- Wall mounted automatic sanitiser dispensers will be provided adjacent to ground and first floor toilets, the rear external door, top and bottom of lift (and lift stairs), top of rear stairs, and next to front corner entrance.
- Signage to encourage sanitising prior to entering building, holding stair banisters or pressing lift buttons.
- Signage to encourage sanitising prior to toilet use, then washing and sanitising after use.
- Food and drink making facilities and kitchens will be out of use for groups at this time. Groups will be allowed to bring in flasks or water bottles or buy drinks from the cafe.
- Signage to encourage good handwashing at all toilets.
- In order to increase ventilation user groups should do the following during their session:
 - Open windows where possible
 - Turn vent fans to “override full on”Instructions will be placed in each room.
- Within rooms, it is the user group’s responsibility to ensure that their group’s hygiene practises follow government guidelines, however, the Spire will ask to see their activity risk assessment and will refuse usage if it is felt to be inadequate.

PPE Plan

- All users to wear face masks at all times except young children and those with medical exemptions.
- If users feel they can’t use a mask in their activity then suitable mitigations must be present in their risk assessment.
- Group leaders should bring spare masks but Centre Admin will have a supply of disposable masks in case people forget.
- Within rooms, it is the user group’s responsibility to ensure that their group’s PPE practises follow government guidelines, however, the Spire will ask to see their activity risk assessment and will refuse usage if it is felt to be inadequate.

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Transmission due to unnoticed symptoms	All	1	3	4	Centre Admin / maintenance volunteers to have temperature recorded at the start of every shift.	PS to buy thermometer PD to use.
Transmission due to bad hand hygiene	All	2	2	4	Handwashing facilities available for all toilets users Signage to encourage good handwashing technique Free standing automatic sanitiser dispensers just inside atrium and at cafe entrance with signs encouraging use. Wall mounted automatic sanitiser dispenser will be provided adjacent to ground and first floor toilets, the rear external door, top and bottom of lift (and lift stairs), top of rear stairs, and next to front corner entrance. Signage to encourage sanitising prior to entering building, holding stair banisters or pressing lift buttons. Signage to encourage sanitising prior to toilet use, then washing and sanitising after use.	PS signage PS to install PS to install PS signage PS signage
Transmission via kitchen items, mugs, etc	Group attendees	2	2	4	Food and drink making facilities and kitchens will be out of use for groups at this time. Groups will be allowed to bring in flasks or water bottles or buy drinks from the cafe.	PD to inform via T&Cs
Transmission due to stagnant air.	All	1	1	2	Open windows where possible. (CRs) Turn vent fans to “override full on” where present. (halls) All to wear face masks	PD to advise. PS signage PD to advise. PS signage
Transmission due to coughing / sneezing, etc	All	2	2	4	All users to wear face masks at all times in public areas. Groups informed of their responsibilities to assess COVID risks. Spire view and veto risk assessment if considered inadequate.	PD via T&Cs. PD via T&Cs. PD

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Information and Guidance

Questions to consider:

1. *What information do those who use the building need to make sure they understand how to keep safe during the outbreak?*
2. *Who else do we need to share information and guidance with and what is the best way to do it?*
3. *How will people know when information and guidance is updated?*

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. *Decide what people need to know so they can use the building safely.*
2. *Decide the best way to pass on information and guidance to those using the building.*
3. *People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.*
4. *Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.*

Updating information and guidance

1. *Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.*
2. *Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.*
3. *As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.*

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. *Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.*
2. *Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?*

Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

Information and Guidance Plan

- Signage throughout as mentioned above.
- Reopening plan to be reviewed weekly (more frequently in first week) and any improvements made promptly
- Special COVID conditions of hire will be communicated via means of a general T&Cs document for all users plus there may be special considerations for each group depending on usage (e.g. chair procedure).
- Centre Admin to check group's risk assessments for anything which seems "unreasonable". Note this is not legal approval but merely right of veto.
- Cafe and Centre Admin to ensure any changes in cafe / building usage which might affect operations to be communicated promptly and assessments / procedures updated.
- Contact details of the public entering to use the cafe or the toilet will be captured using the Cafe's Smartphone app or written down at the cafe counter so that people can be contacted if needed by the NHS Test and Trace programme.
- All groups will be asked to record details of all their leaders and attendees so that people can be contacted if needed by the NHS Test and Trace programme.
- All groups advised to ask members to advise leaders if they have symptoms or case.
- All groups advised to make Centre Admin aware if someone in their group has symptoms or case.
- Procedure if someone gets symptoms or actual case will be determined by Centre Admin and board depending on circumstances.

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Breakdown of risk controls due to lack of information for user groups	All	1	3	4	New COVID conditions of hire issued. Signage as mentioned above – updated if procedures update. Check of user groups risk assessment will ensure they have understood. Special practises for individual groups agreed with Centre Admin	PD PS signage PD PD
Breakdown of risk controls due to lack of communication between Spire and user groups	All	1	3	4	Spire to inquire if all working OK after first session. Keep in regular contact.	PD PD
Breakdown of risk controls due to effect of other building users	All	1	2	3	Centre admin to review each new usage request for possible impact on other groups and inform if necessary. Review risk assessment in light of new circumstances.	PD PD
Transmission due to people not informing if they have symptoms	All	1	3	4	All groups advised to ask members to advise leaders if they have symptoms or case. All groups advised to make Centre Admin aware if someone in their group has symptoms or case. Centre Admin to inform other relevant groups if any other group member has symptoms.	PD PD PD
Outbreak is worsened due to difficulty in tracing people who have been in contact.	All	1	3	4	Smartphone app purchased by cafe will be used for public. Signage informing customers to go with app. All groups will be asked to record details of all their leaders and attendees.	MW to order PS (from MW info) PD via T&Cs

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Lack of action once informed of case	All	1	3	4	News of symptoms or case to be communicated immediately to board. Board, MW and PD to decide action within 24 hours max. Decision will depend on circumstances but could range from no action to immediate closure for cleaning.	MW or PD Board Board

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Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
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After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing