



Name of assessment	Most recently updated	Overseers	First Aider	Assessor	Checked By
<b>Covid-Safe Risk Assessment relating to 16-17 The Square, OX4 3UZ, Oxford.</b>	<b>22/10/2020 Ongoing working document</b>	Josh Kay	N/A	Josh Kay	Craig Stephenson Ruth Gardiner

**\*To calculate risk rating, likelihood and severity are scored from 1 to 3. These scores are then multiplied to calculate risk rating.**

**Likelihood (L)**

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

**Severity (S)**

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury/ incapacitated 3 days or more/ significant damage to HVO)
- 3 = High (fatality/ multiple people seriously injured/ expected to result in closure of HVO)

**Risk Rating (RR)**

- 1 – 2 = **low priority action**
- 3 – 4 = **medium priority action**
- 6 – 9 = **high priority action**

**Keeping Hope Vineyard Covid-safe depends on us all.**

*This assessment has rated risks as requiring 'medium priority action'. This is why everyone is being briefed. We all have a part to play.*

*This Covid-Safe Risk Assessment supplements existing Risk Assessments. It is a working document and will be updated in response to the changing situation and as guidelines change. It includes **future steps yet to be taken**, which will occur as resources allow (colour coded purple).*

**Part 1 of 3: Advice applicable to everyone.**

Threat	People	Risk Rating after controls (L x S = RR*)			Controls and if applicable, the person responsible for implementing these measures.
		L	S	RR	
<p><b>People risks:</b> People displaying known Covid-19 symptoms attending events.</p> <p>People who are asymptomatic attending events.</p>	<p>Everyone entering the venue</p> <p>Team members</p>	1	3	3	<ul style="list-style-type: none"> <li>- <b>Stay at home</b> if symptoms of Covid-19 or any member of their household has. Symptoms of Covid-19 include: new continuous cough, high temperature, loss or change in sense of smell or taste. <b>(Everyone)</b></li> <li>- <b>Online or live stream</b> from events will be available for those self-isolating or shielding, to enable those that have to stay at home to be able to be a part of the Hope community. <b>(Senior Leaders, Event Host)</b></li> <li>- <b>Event Sign Up</b> allows us to inform people to stay at home when necessary, and also to contact people in the event of an outbreak. Additionally it ensures that events operate within capacity for social distancing, and everyone is checked in for 'Test and Trace' compliance. <b>(Event Host)</b></li> <li>- <b>Test and Trace</b> - Hope Vineyard is registered with NHS Test and Trace and the QR code is displayed at entry points. Individuals will be encouraged to scan the QR code when entering the building. <b>(Building Overseer, Compliance Lead, Event Host)</b></li> </ul>



					<ul style="list-style-type: none"> <li>- <b>Rule of 6</b> principle to be followed in all activities during events <u>when in Tier 1 only</u>. Additionally, no one must arrive or leave in a group of over 6, unless all members of the group are from the same bubble/ household. <b>(Event Host, Team, Everyone)</b></li> <li>- <b>Social Distancing</b> - Everyone to keep 2m 'social distance' from others wherever practical and possible, with those outside their household. The team will remind people of the need to socially distance. <b>(Event Host, Team, Everyone)</b> <ul style="list-style-type: none"> <li>- <b>Additionally, children under 11</b> to remain with responsible adults, within their bubble, unless for short times eg. when a sibling is being taken to the toilet. Additionally, any food to be eaten will be brought by the responsible adult, and limited to what is necessary. Nursing mothers or carers bottle feeding their children will be advised appropriate places to feed, away from 'high traffic' areas. <b>(Event Host, Parents/carers)</b></li> </ul> </li> <li>- <b>Non contact greetings are recommended</b> and people are encouraged to refrain from any physical greetings involving touch, including elbow bumps, handshakes and hugs.  (Where a physical greeting is offered by a person who is unaware of this, people should consider the most appropriate response, weighing up personal safety and the individual's feelings. This is an opportunity to introduce this person to the welcoming culture at Hope Vineyard, whilst also sharing the controls that are being taken to keep our everyone safe. Hands should be washed if there has been any direct contact) <b>(Everyone)</b></li> <li>- <b>Face Coverings</b> - Everyone will be required to wear face coverings for the duration of their time in the building, unless they are exempt from wearing a face covering due to an underlying medical condition, or they are under the age of 11, or they need to temporarily remove their face covering in order to eat or drink. <b>(Event Host, Individuals)</b></li> <li>- <b>Hand Washing/Sanitising</b> will be encouraged on entry and before activities. Wherever possible this will be by delegated team members, but at all times signage will be displayed at entrance and basins. <b>(Building Overseer, Compliance Lead, Event Host, Team)</b> (Requesting funding for an automatic hand sanitiser 19.10.20)</li> <li>- <b>Displaying relevant information</b> - Signs will be displayed at entrances detailing Covid-19 symptoms and not to enter the premises if these are present. It will also display all other measures taken to prevent the spread of Covid -19. <b>(Building Overseer, Compliance Lead, Event Host)</b></li> <li>- <b>Going home</b> If a person becomes ill during an event with symptoms of Covid 19. (See additional information below) <b>(Event Host, everyone)</b></li> </ul>
--	--	--	--	--	--

**Part 2 of 3: Advice related to training the Team to follow Covid-Safe procedures**

Threat	People	Risk Rating after controls (L x S = RR*)			Controls and if applicable, the person responsible for implementing these measures.
		L	S	RR	



People not following guidance	Team members  Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>For anyone unaware of guidance for whatever reason, ensure that there is a designated carer/friend (e.g child/communication barrier)</b> - Team to be alert to this situation and ensure that friend/carer can assist the person in following the Covid-safe measures. If no suitable person is present, team to alert the Event Host. <b>(Event Host, Team, Carers)</b></li> <li>- <b>Equip team to manage people who may not comply with control measures</b> - Team are briefed in measures and given responsibility to ensure they are followed. If this presents difficulty, Event Host to be contacted who will decide how to manage the situation with Shopping Centre security or Police if necessary. <b>(Senior Leader, Event Host, Team)</b></li> </ul>
Team members come out of a sense of duty when ill.	Team Members  Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>ChurchSuite Rotas</b> are used for regular events so that team members can request swaps and to list unavailability if they become ill prior to an event or are having to self isolate for other reasons.</li> <li>- An additional 'back-up' ChurchSuite rota will also be formed solely for the purpose of filling in vacant team spaces at late notice. The Event Host should take responsibility for contacting the back up team. <b>(Rotas Overseer, Event Host, Team)</b> (21.10.20... this has not yet been set up)</li> <li>- <b>Team members follow guidance</b> - Team members must ensure that they follow the advice, guidance and procedures set out by the Senior Leader and Event Host <b>(Team)</b></li> </ul>
Event Host does not take necessary actions to stop spread of infection:	Everyone entering the venue  Team members	1	3	3	<ul style="list-style-type: none"> <li>- <b>Unlocking / Locking up Checklist</b> to be followed which includes relevant steps that need to be taken to reduce risk of infection. This is signed and dated. <b>(Compliance Lead, Senior Leaders, Event Host)</b></li> <li>- <b>Easy read signage available</b> to help brief the team about procedures in place for reducing the spread of infection, both in terms of the risk from the environment (see below), and the risk from people (see above). <b>(Compliance Lead, Senior Leaders, Event Host)</b></li> <li>- <b>Informing Team/Volunteers</b> will be briefed by Team Leader: <ul style="list-style-type: none"> <li>- about the relevant parts of this risk assessment, including the need to self isolate.</li> <li>- about roles within the team to ensure all elements of this risk assessment are covered as applicable.</li> <li>- about accessing rotas and requesting swaps using My Churchsuite, and how and when to contact the team leader if they are unable to find a swap. <b>(Team Leader, Event Host)</b></li> </ul> </li> </ul>
First Aid: People may come into contact with Covid -19 if they are requiring or providing first aid	First Aider  Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>Provision of PPE</b> - in line with HSE guidance, anyone providing first aid must wear disposable gloves and aprons. Anyone providing first aid where they are in close proximity to the casualty must wear a face visor. <b>(Compliance Lead, First Aider)</b></li> <li>- <b>Facilitating the person to provide their own first aid</b> is in line with HSE guidance, and offer advice whilst maintaining social distance. <b>(First Aider)</b></li> </ul> <p>(First Aid Risk Assessment includes additional first aid controls.)</p>



An individual may become ill while at the building	First Aider Members of the cleaning team Event host	1	3	<b>3</b>	<p><b>If an individual becomes ill while at the building</b> - the individual must isolate until they are able to go home in designated areas of the building, and exit using a designated route:</p> <ul style="list-style-type: none"> <li>- Upstairs - area adjacent to upstairs fire exit. Event host to phone security to ask for gate alarm to be disarmed.</li> <li>- Downstair - rear entrance to Hockmore Street adjacent to fire exit</li> </ul> <p><b>(Event Host, Individual)</b></p> <p><b>If an individual appears ill and requires support or assistance</b> - persons assisting an individual who appears unwell must use disposable gloves and an apron and maintain 2m social distance. If it is not possible to maintain social distance due to the assistance required, for example because first aid is required, the person assisting the individual must also use a face visor. <b>(Event Host, Team, First Aider)</b></p> <p><b>If an individual tests positive for Covid-19 after an event</b>, no action is to be taken by Hope Vineyard, as it is only in the remit of contact tracing personnel to follow up cases of Covid-19 following a positive test result. However, if Hope Vineyard becomes aware of more than one case within the team/ those having attended an event, then contact will be made with the local health protection team to report the suspected outbreak. <b>(Senior Leader)</b></p> <p><b>Cleaning in the case of a positive Covid-19 case</b> - additional cleaning will take place in the event of a Covid-19 case. The area of the building used for isolation will be out of use for a minimum of 72 hours. The exact nature of cleaning will vary depending on the circumstances, and double-bagging of any potentially infected waste. <b>(Compliance Lead)</b></p>
--	---	---	---	----------	--

**Part 3 of 3: Advice related to training the Team to follow Covid-Safe procedures**

Threat	People	Risk Rating after controls (L x S = RR*)			Controls and if applicable, the person responsible for implementing these measures.
		L	S	RR	
<p><b>Environmental changes</b> The environment poses unnecessary risks.</p>	Everyone entering the venue	1	3	<b>3</b>	<ul style="list-style-type: none"> <li>- <b>Promoting good hand hygiene: (Building Overseer, Compliance Lead, Event Host)</b> <ul style="list-style-type: none"> <li>- Soap to be available at hand washing points with signage about correct handwashing technique.</li> <li>- Hand sanitiser available at entry and exit points</li> </ul> </li> <li>- <b>Disposing of waste in a way that reduces contact:</b> <ul style="list-style-type: none"> <li>- Where possible, people will be encouraged to take their waste home with them.</li> <li>- Bins double-bagged if risk of bin bag tearing <b>(Building Overseer, Compliance Lead)</b></li> </ul> </li> <li>- <b>Updated Cleaning Procedures in addition to previous 'Control of Substances Harmful to Health' COSHH controls.</b> <ul style="list-style-type: none"> <li>- <b>Training</b> will be provided to event hosts on the use of cleaning products and how and when to clean. <b>(Compliance Lead)</b></li> <li>- <b>Cleaning in High Contact Areas</b> (touch points) such as door handles and light switches should be cleaned before and after events using an appropriate sanitiser spray by the event host. <b>(Event Host)</b></li> <li>- <b>Cleaning of Toilet handles and washbasin taps</b> via the designated method will be encouraged through signs and providing the necessary equipment..</li> <li>- <b>Toilets to be cleaned</b> after events using an appropriate cleaner. <b>(Event Host)</b></li> </ul> </li> </ul>



					<ul style="list-style-type: none"> <li>- <b>Cleaning of Rooms</b> will occur using a room sanitiser spray at the end of an event <b>(Event Host)</b></li> <li>- <b>Maintaining Cleaning Checks:</b> Cleaning checks are included in the Event Host Checklist, which are to be dated and signed. <b>(Event Host, Compliance Lead)</b></li> </ul> <p><b>Ventilation</b> - available ventilation to be open during events (additional ventilation has been added to the upstairs room to reduce risk) <b>(Building Overseer, Event Host)</b></p> <ul style="list-style-type: none"> <li>- <b>Reducing Touch Points and Reduce Sharing of Equipment</b> <ul style="list-style-type: none"> <li>- If fire &amp; safeguarding risks can be mitigated, <b>doors to be kept open</b> to reduce touch points. <b>(Event Host)</b></li> <li>- When practical, the <b>Event Host to switch on/of all necessary lights</b> before / after the event. <b>(Event Host)</b></li> <li>- <b>Consider the use of automatic hand sanitisers (Building Overseer, Compliance - 19.10.20)</b></li> <li>- Either a team member to use an electronic device to do check in, <b>or contactless check in</b> using QR codes so that devices do not need sharing. <b>(Event Host)</b></li> <li>- Where equipment or resources are needed to take part in activities, these should be brought by the individual or provided to each individual separately.</li> <li>- Resources that are used and then returned (e.g stationary), should be left for a minimum of 72 hours before being reused.</li> <li>- Sound equipment or other such large equipment should be used by one team member at a time and sanitised between uses.</li> </ul> </li> <li>- <b>Social Distancing Measures: (Compliance Lead, Event Hosts)</b> <ul style="list-style-type: none"> <li>- Highlighted pinch points include, doorways, corridor, toilets, kitchen and office.</li> <li>- Floor markings to be used in the corridor to denote 2m and suggested side of corridor to walk.</li> <li>- Event Hosts will consider whether a one-way system is necessary during their event.</li> <li>- Staggered entry/ exit to be considered for larger events.</li> <li>- <b>(Requested signage for this purpose and consultation for specialist environmental design 19.10.20)</b></li> <li>- <b>Safe capacities for social distancing:</b> NB. Capacities for specific events may be lower than the capacity for the building, taking into account additional event furniture which may reduce the possibilities for social distance. <b>(Event Host)</b> <ul style="list-style-type: none"> <li>- Upstairs capacity - 37</li> <li>- Downstairs capacity - To be confirmed</li> <li>- Toilets capacity - 1 at a time.</li> <li>- Kitchen capacity upstairs - 3 people.</li> <li>- Kitchen capacity downstairs - 1 at a time</li> <li>- Office capacity- 2 people.</li> <li>- Corridor and stairway are socially distanced and are not for congregating in.</li> </ul> </li> </ul> </li> </ul>
Additional risks present at specific events or activities.	Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>Event/Activity Specific Covid Controls</b> - specific risk assessments will be in place for all activities. These will detail general risks and controls, but also include any additional Covid-Safe measures related to that activity. <b>(Event Host)</b></li> <li>- <b>Provision of PPE</b> - specific PPE that is required for an activity may also need to be considered within this risk assessment. <b>(Compliance Lead, Event Host, Team Member)</b></li> </ul>



Fire Additional risks from fire due to Covid 19	Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>Door stops are used for ventilation, thus in event of an evacuation, fire marshal/ event host to do a sweep of the venue removing all door stops on fire doors if safe to do so.</b></li> <li>- Usual procedures apply being mindful of social distancing as able.</li> </ul>
Legionella build up as venue not be used as frequently	Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- Taps should be run for 5 minutes weekly,</li> <li>- Toilets flushed 2 times weekly, and records maintained along with the Fire Register.</li> </ul> <p><b>(Building Overseer, Compliance Lead)</b></p>
Risk of infection through provision of refreshments	Everyone that consumes food/drink on the premises.	1	3	3	<ul style="list-style-type: none"> <li>- <b>Changes to ensure Covid-safe provision of refreshments:</b> <ul style="list-style-type: none"> <li>- Food will not be prepared on site.</li> <li>- Packaged food to be available (for example cans, cartons, bottles, individual food items.) and people directed to take the items, which have been laid out.</li> <li>- Where numbers dictate this, multiple stations set out so that queues do not build up.</li> <li>- Any team serving drinks to have washed hands when laying items out individually, sanitiser available and face covering at all times.</li> </ul> </li> <li>- <b>Take no longer than necessary to consume food/drinks</b> given that face coverings need to be temporarily removed.</li> <li>- People required to <b>stay in one place when consuming food/drink</b>, so that social distancing is not compromised.</li> </ul> <p><b>(Everyone: 3 S's for eating: Safely, Speedily, Stay-put)</b></p>
Changing guidance from Government concerning legal requirements and best practice during the pandemic	Everyone entering the venue	1	3	3	<ul style="list-style-type: none"> <li>- <b>Senior Leaders to be aware of changing requirements -</b> Organisers to keep abreast of announcements, and make adjustments in a timely manner, following all government guidelines during the event. This includes information regarding Test and Trace, the use of PPE (Personal Protective Equipment), and the 3 tier system. <b>(Senior Leaders)</b></li> </ul>
<b>Measures not taken:</b> Why are we not taking people's temperature?		-	-	N/A	<ul style="list-style-type: none"> <li>- We are educating people that they should not come if they are symptomatic.</li> <li>- More importantly, people may not be aware of symptoms thus by using the controls above, we are minimising risk as everyone potentially is a carrier of Covid 19, and this is therefore the approach we are taking.</li> <li>- In general, there is evidence that temperature checks are an unreliable control in the prevention of the transfer of Covid-19, with false positives/negatives.</li> <li>- This is why this risk assessment has been put together with the principle that everyone is a potential carrier.</li> </ul> <p>References:</p> <ul style="list-style-type: none"> <li>- <a href="https://onlinelibrary.wiley.com/doi/full/10.1111/1742-6723.13578">https://onlinelibrary.wiley.com/doi/full/10.1111/1742-6723.13578</a></li> <li>- <a href="https://www.lenus.ie/bitstream/handle/10147/627876/Evidence-Summary-COVID-19-Temperature-Screening-for-Health-Workers.pdf?sequence=1">https://www.lenus.ie/bitstream/handle/10147/627876/Evidence-Summary-COVID-19-Temperature-Screening-for-Health-Workers.pdf?sequence=1</a></li> <li>- <a href="https://d84vr99712pyz.cloudfront.net/p/pdf/covid-19-resource-center/covid-19-clinical-care/covid-ecri-hta-temperature-screening-3.pdf">https://d84vr99712pyz.cloudfront.net/p/pdf/covid-19-resource-center/covid-19-clinical-care/covid-ecri-hta-temperature-screening-3.pdf</a></li> </ul>
Why no gloves?		-	-	N/A	<ul style="list-style-type: none"> <li>- For the general public, wearing gloves is not necessary in most situations, like running errands. CDC (Centres for Disease Control and Prevention) recommends wearing gloves when cleaning or caring for someone who is sick.</li> <li>- However, when contact is required between two people, or due to protection from injury or due to general hygiene for the task, then gloves are to be worn. (e.g. first aid, sorting clothing donations from bags, cleaning etc.)</li> </ul> <p>References:</p> <ul style="list-style-type: none"> <li>- <a href="http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html">www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html</a></li> </ul>