

St. Mary's Church & Community Centre

Specific Risk Assessment-RA01:

(For further information on completing this form see the separate instruction sheet)

Reference No: RA01

Hazard - Assessment: [Subject being assessed e.g. Use of a machine, A work area, Cash handling, etc]
Contact of Coronavirus during the business.

Location / Work Area The business premises.

Risks Identified (e.g. Hazard / Oil spillage-Risk / Serious injury due to slips and falls).
Use your general risk assessments supplied, to assist you with the identification of your hazards.
Spread of COVID-19 in the general workplace
Spread of COVID-19 in meetings/training sessions
Spread of COVID-19 from infected person
Spread of COVID-19 on breaks
Spread of COVID-19 through lack of hygiene
Spread of COVID-19 from contractors and visitors

Persons at Risk (enter a ✓ in the box of those affected)

Employees	<input checked="" type="checkbox"/>	Young Persons (Under 18 years /individual assessment)	
Contractors/Visitors/Customers	<input checked="" type="checkbox"/>	Pregnant Worker (individual assessment required)	
General Public	<input checked="" type="checkbox"/>	Others (e.g. Disabled Workers)	

Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)

Employees wash and sanitise their hands regularly. Data on the virus and how to lower the risk of contracting it is available to all personnel (posters are located around the premise). Social distancing is in operation around the premise.
Meetings/training sessions are held in a spacious location to allow for a greater distance between members of staff. These sessions will be no longer than 15 minutes.
Documentation has been provided to employees outlining the procedure should they become ill at work, what precautionary actions they should take to minimise the spread.
Breaks are staggered to minimise the close contact between employees.
With the nature of the business there are already good cleaning procedures in place, in addition a more detailed clean has been introduced to include but not limited to light switches, door handles, telephones and other surfaces.
If contractors are needed to visit the premises, they must follow the company hygiene policy and also keep a 2-metre distance where possible. If work can be completed outside or away from the majority of staff, then this must be done.
Signage is situated around the premise to remind contractors/visitors to observe the 2-metre social distancing requirements.
Relevant PPE has been provided for employees, along with sanitiser and/or soap.
Employees have been briefed on COVID-19 and requirements necessary to reduce the spread/risk of the virus.

TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS, select from the table below the likelihood of harm and the severity of harm. (Enter a ✓ in the relevant boxes)

RISK EVALUATION KEY

		Consequences				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5	Likely	4	Moderate	3	<input checked="" type="checkbox"/> Unlikely	2	Rare	1
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Severity of Harm/Injury	Catastrophic	5	Major	4	<input checked="" type="checkbox"/> Moderate	3	Minor	2	Insignificant	1
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

3	x	4	=	12	Very High Risk 15+	Medium Risk 5-14	<input checked="" type="checkbox"/>	Low Risk 1-4
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