**Risk Assessment Template for Contractors and Construction Workers**

*A risk assessment for* ***St Paul’s, Boundary Road, West Bridgford*** *to govern work carried out on site by contractors and construction workers.*

Assessor’s name: Charles George (CJG) (Church warden) Date completed: 24 April 2021 Review date: TBA

Wendy Pearce (WP) Andrew Little (AL)

| **Area of Focus** | **Controls required** | **Additional information** | **Action by who?** | **Completed – date and name** |
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| **Preparation of the Church for:**  **- construction workers and/or professional contractors** | One point of entry to the church building clearly identified. | This will be identified by the church warden or office administrator in advance – either by code lock entry (not shared with contractor) or main door which will be unlocked. | CJG/WP/AL | On the day |
| Buildings have been aired before use. | Carried out including all external doors and roof vents in the church. | CJG | 10/5/2020 – and ongoing. |
| Holy water stoups and the font are empty. | Confirmed. | CJG |  |
| Check for animal waste and general cleanliness. | Completed. | CJG | 10/5/2020 – and ongoing. |
| Ensure water systems are flushed through before use. | This took place prior to Willow Preschool reopening on 1/6/2020. | CJG | Prior to 1/6/2020 - CJG |
| Switch on and check electrical and heating systems if needed. | Carried out. | TF | Prior to 10/5/2020 |
| Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place. | Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes. RA should follow latest Covid-19 guidance – safe working protocols including social distancing – is their reference to The Construction Leadership advice on implementation? – any consideration to cordon off areas to limit areas for access? Regard had to Construction (Design and Management) Regulations 2015. Wherever possible we intend to avoid lone working. | CJG/WP/AL (or as delegated) |  |
| Have hand sanitiser available for people to use on entry and exit of the church building. | Confirmed. These are in place at points of entry and exit. | CJG/AL | Provision in place – ongoing. |
| Confirm who has responsibility for locking and unlocking the building. | This will be whoever is responsible for managing/organising the work. | CJG/WP/AL (or as delegated) | On the day |
| Confirm whose responsibility it will be to carry out cleaning, including:   * Toilets * Kitchen/servery areas if it is necessary for these to be used * Frequently touched surfaces e.g. doors | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.**  We have a cleaning regime but specific to contractor work whoever is managingthe work will be responsible for cleaning, as necessary. | CJG/WP/AL (or as delegated). |  |
| Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available. | Confirmed. | AL | Ongoing. |
| Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site. | Weekly basis. | CJG | Ongoing. |
| All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed | Confirmed | AL | Ongoing. |
| Prepare a suitable form to record contact details of people entering the building. | We have a register. This is kept in the church in front of the sound desk. This is sufficient for contractor purposes. We have separate provision for those attending as worshippers, or hirers of the halls. In addition, we have an NHS Track and Trace QR code. | CJG/WP/TF/AL | In place. |
| Multiple contractors on site. | This is most unlikely to be the case and in any event our policy is to avoid this taking place for safety and security reasons. | CJG |  |
| Confirm evacuation procedures in the case of an emergency. | Confirmed in line with our H&S Policy. | CJG |  |
| Direct all users to leave the building by one exit only, avoiding bottlenecks. | Confirmed. | CJG |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | Notification procedures must be in place so that cleaning steps can be carried out. | We will notify any contractor immediately if someone who has suspected or confirmed Covid-19 has been in the church within the last 7 days of the contractor accessing the site. We require contractors to notify us immediately in the reverse situation. | CJG/WP/AL (or whoever is delegated for the work) |  |
|  | If possible close the church building for 72 hours with no access permitted. | Confirmed subject to likely area of contamination which will impact on the need to quarantine. We will follow PHE Guidance. | CJG | No specific steps required. |
|  | If 72-hour closure is not possible then follow PHE guidance on cleaning in a non-healthcare setting. | No additional comments. |  |  |