***RA FEC: WORKERS AND CONTRACTORS covid19***

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| **Brief Description:** This RA has been written to guide Workers, e.g. church members engaging in a variety of routine and non-routine tasks, in order to mitigate the risks associated with these tasks, especially when they are doing Lone Work. The RA should also be shown to any external Contractors for their information/guidance. Workers engaged in routine tasks, such as cleaning, should be encouraged to engage in Task Analysis and to consider how they might make tasks safer for themselves and others. Where non-routine, more hazardous work needs to be done, such as moving furniture, painting and decorating etc, this must be carried out by an appropriate number of workers, again after Task Analysis. Workers and Contractors are actively encouraged to meet with a member of the Working Group or other appropriate person to look at the building and site and consider the particular risks associated with the work they have been asked or have offered to do. This person will also help them to access the building/grounds, and support them in how best to adhere to this RA. They will also liaise with the Church Officers re mitigating any additional hazards created by the presence of Workers/Contractors or by the work they are undertaking. Non-routine work may not be undertaken unilaterally but always with the consent and the support of the Church Officers. Contractors must demonstrate that they have current and appropriate insurance. Importantly, now that we are in the Covid Era, all workers and contractors must follow additional rules and protocols. This RA must be read in conjunction with two other RAs – the ***GenericRACovid19*** and the ***specific Covid19 RA***. This and all other relevant RAs are located on the church website and there are hard copies in the church foyer. |
| **Date of RA:** July 14th 20. **Review Date:** July 14th 21 or sooner if Welsh Govt guidance/laws change |
| **Hazard** | **Affecting Whom** | **Risk before controls in place:** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  | **Controls Already in Place to reduce Risk** | **Any Additional Controls, especially if Risk amounts to Severity x Likelihood = 10+** | **Risk after controls in place** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  |
| Workers or Contractors working during times when children or Vulnerable Adults are using the church | Children and VAs because the Workers or Contractors will be without DBS status | 5x3=9 | * Activity Leaders know that Workers/Contractors are sharing the building/site;
 | * Children and VAs monitored by Activity Leaders and/or their Responsible Adults
 | 2x2=4 |

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| Being run over in the car park | Children, Adults, Workers and Contractors | 5x3=15 | * Activity Leaders know that Workers/Contractors are sharing the building/site;
* Parents/Carers monitor their children’s safety;
* Workers/Contractors know there are others’ vehicles present
 | * Workers/Contractors actively encouraged to conduct pre-event site visit with a Venue Manager (VM) assigned to this role by the officers – to consider any particular issues around car park safety;
* Speed Limit and Pedestrian Safety signage used
 | 2x2=4 |
| Fire or other catastrophic event | All | 5x2=10 | * If Activities are on in the main room, the Fire exit is open as a way of escape; steps will have been checked and cleared of litter and trip hazards;
* Smoke alarms fitted;
* Fire extinguishers fitted;
* No-smoking policy;
* Children not allowed in the kitchen.
 | * Workers/Contractors actively encouraged to conduct pre-event site visit with a Venue Manager (VM) assigned to this role by the officers – to consider any particular issues around emergency evacuation;
* Fire Evacuation Guidelines posted in several locations;
* Fire Assembly Point
 | 3x3=9 |
| Car accident in the car park | Children and adults in cars | 5x3=15 | * Planned Events and Activities cancelled in the event of extreme weather such as fog, heavy snowfall; lying snow or ice.
* Workers/Contractors to consider whether they should complete work in the event of extreme weather.
 | * Workers/Contractors actively encouraged to conduct pre-event site visit with a Venue Manager (VM) assigned to this role by the officers – to consider any particular issues around car park safety and access/egress.
 | 5x1=5 |

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| Electrocution  | Children and adults in the event of electrical shock | 5x2=10 | * Parents/Carers monitor their children’s safety;
* Both buildings protected to eliminate electrical shock: main room protected by RCD (Residual Current Device) and old building compliant with current electrical standards.
 | * Workers/Contractors actively encouraged to conduct pre-event site visit with a Venue Manager (VM) assigned to this role by the officers – to consider any particular issues around electrical safety.
* Workers/Contractors encouraged to work in pairs when using power tools
 | 5x1=5 |
| Data breach | Workers/Contractors  | 2x4=8 | * Signage to warn Workers/Contractors that CCTV is in operation.
 | * Workers/Contractors actively encouraged to conduct pre-event site visit with a Venue Manager (VM) assigned to this role by the officers – to consider any particular issues around GDPR.
 | 2x3=6 |
| Damage/theft/ loss of Workers’/Contractors’ tools, resources or personal property | Workers/Contractors if their property is damaged, lost or stolen | 2x4=8 | * Lone Workers apprised of Lone working Policy and guidelines;
* *Lone Working Today?* poster to remind Workers to remove valuables from sight;
* *Lone Working Today?* poster to remind Workers to lock the main door behind them when they are working inside the building,
 | * Signage in car park warning vehicle owners that the Church is not responsible for damage, loss or theft of property from cars in the car park.
 | 2x3=6 |

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| Strains and Sprains | Workers/Contractors if they are injured while moving and handling | 3x4=12 | * Workers/Contractors encouraged to work in pairs or to seek help with particular aspects of the work, including lifting, reaching, twisting. If social distancing is not possible, other barriers to spreading Covid19, such as masks and face shields to be used.
 | * Church Workers, e.g. those doing cleaning tasks, are given appropriate tools for the job and time to complete the work. They are encouraged to share tasks;
* Sack trolley available for shifting heavier weights;
* One-Step available to support reaching above head height
 | 2x3=6 |
| Trips and falls | Workers/Contractors if they slip, trip or fall | 5x3=15 | * Hazard warning signs used in the toilet areas to warn of wet floors;
* Workers/Contractors asked to report concerns re the carpeting/stairs and other hazard areas anywhere on site
 | * If Activities are on in Church, the steps will have been checked and cleared of litter and trip hazards.
 | 4x2=8 |
| Injury resulting from falling from a height | Workers/Contractors if they fall from a height. Others if the Worker/Contractor lands on them | 5x4=20 | * Workers/Contractors use scaffolding if working at a height;
* If ladders are used these must be anchored and monitored by a second person;
* Lone Workers may not work at heights
 |  | 5x2=10 |

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| Injury resulting from an accident with a power tool, blade or machinery | Workers/Contractors if they have an accident with, e.g. a drill that is faulty | 5x4=20 | * Lone Workers may not operate power tools.
* Workers undertaking gardening, using blades and machinery are encouraged to use their own tools and to undertake Task Analysis before engaging in the task.
 | * Annual Garden work parties ensure others are present to moderate, supervise - and support in the event of an accident.
* Two First Aid bags present in church;
* Several members of the church know how to administer basic First Aid and Resuscitation in the event of a worker becoming unconscious/failing to breathe
 | 5x3=15 |
| Damage, loss or theft of church property/personal property | Individuals if their property is damaged lost or stolen, e.g. handbag, The church if church property is damaged, lost or stolen, e.g. technology, church money | 3x3=9 | * Lone Workers apprised of Lone working Policy and guidelines;
* *Lone Working Today?* poster to remind Workers to remove valuables from sight;
* *Lone Working Today?* poster to remind Workers to lock the main door behind them when they are working inside the building,
 | * The doors to the main room to remain locked if the room is not in use
 | 3x2=6 |
| Sudden illness  | Workers/Contractors if they suddenly become ill and require medical attention | 5x2=10 | * Lone Workers apprised of Lone working Policy and guidelines;
* *Lone working Today?* Poster to remind Workers to carry mobile phones on their person and to use a buddy system
 | * Two First Aid bags present in church;

Several members of the church know how to administer basic First Aid and Resuscitation in the event of a worker becoming unconscious/failing to breathe | 4x2=8 |

*This RA must be read in conjunction with the* ***GenericRACovid19*** *and the* ***Specific Covid19RA****. Hard copies in church. Also available on the church website*