

Liberal Jewish Synagogue

Risk assessment for Offices - Covid-19 Virus

Area assessed	First floor offices
Undertaken by	Trevor Haynes
Date	3 January 2021
Review date	February 2021

What are the hazards?	Who might be harmed and how?	Mitigating actions	What further action is necessary?	Action by whom?	Action by when?	Done
Spread of virus to vulnerable people	<ul style="list-style-type: none"> All staff through contact and close proximity 	<ul style="list-style-type: none"> The following should not be permitted access to the synagogue: <ul style="list-style-type: none"> anyone who (in the previous 14 days) shows any symptoms of Covid-19 or who lives with people who do or who has been in contact with a confirmed case anyone who has been advised by NHS Test and Trace that they may have been exposed to Covid-19 anyone who has been asked to self-isolate anyone who has been quarantined having travelled recently Medically vulnerable and older people (and certainly those over 70) should use their judgment to decide whether to work at the synagogue, taking into consideration the heightened potential risk to their health 		Executive Director		
Spread of virus among staff	<ul style="list-style-type: none"> All staff through contact and close proximity 	<ul style="list-style-type: none"> Introduce one-way system to ensure no clashes between people entering and leaving All staff to use sanitizer when entering and leaving All staff to exercise social distancing rules Staff should remain at least 2m apart from each other in the synagogue and when leaving or queueing to enter the building Use of mobile phones not permitted in offices and used outside only in isolation from others to avoid spread by aerosol Encourage staff to follow guidance on hand washing and hygiene Provide hand sanitiser around the workplace, in addition to toilets Frequently clean and disinfect objects and surfaces that are touched regularly Enhance cleaning for busy areas 	<ul style="list-style-type: none"> Display signs to remind staff and visitors of social distancing guidance Avoid sharing workstations See visitors by appointment only Use floor tape or paint to mark areas to help people keep to a 2m distance Where it's not possible for people to be 2m apart, do everything practical to manage the transmission risk by: <ul style="list-style-type: none"> considering whether an activity needs to continue for the business to operate keeping the activity time involved as short as possible using screens or barriers to separate people from each other using back-to-back or side-to-side working whenever possible staggering arrival and departure times reducing the number of people each person has contact with by using 'fixed teams or partnering' 	Executive Director		

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Contamination by outside visitors and contractors	<ul style="list-style-type: none"> All staff through contact and close proximity 	<ul style="list-style-type: none"> See visitors and contractors by appointment only Eliminate transmission across reception desk Deliveries to be made at agreed times to avoid contact between people entering and leaving Do not use shared pens to sign for deliveries Maintain 2m distance from contractors when accepting deliveries Wash or sanitise hands after opening any delivery including mail 	<ul style="list-style-type: none"> Provide sneeze screens at reception desk People living in a lower tier area should be discouraged from attending the office People living in a higher tier area must continue to follow their tier rules if attending the office 			
Spread of virus to Nursery School children and parents	<ul style="list-style-type: none"> Nursery school children and their parents through contact and close proximity 	<ul style="list-style-type: none"> Eliminate transmission across reception desk Maintain 2m distance from school children and parents Eliminate interaction between caretakers and school children Ensure school rooms are well ventilated Encourage caretakers to wear face coverings when school children are entering and leaving premises 	<ul style="list-style-type: none"> Provide sneeze screens at reception desk Use floor tape or other sign to help people keep to a 2m distance Investigate ways of providing additional ventilation where required Implement Risk Assessment provided by Caroline Villiers and Sam Griffiths 			
Spread of virus in kitchens	<ul style="list-style-type: none"> All staff through contact with any kitchen equipment 	<ul style="list-style-type: none"> Encourage staff to bring their own drinks and food to reduce contact points <ul style="list-style-type: none"> If hot drinks are made, ensure all surfaces are sanitised at the start and end of each visit Sharing of unwashed spoons to be prohibited Staff to collect own drinks from kitchen Encourage users to sanitise the surfaces they contact at the start and end of each visit All door handles, door plates, light switches, storage cupboards and other hard surfaces to be cleaned & sanitised at the end of each day 	<ul style="list-style-type: none"> Ensure a plentiful supply of antibacterial sanitising wipes is available in the kitchen Provide signs to encourage users to sanitise the surfaces they contact 	Executive Director		
Spread of virus through contact with surfaces	<ul style="list-style-type: none"> All staff through contact with door handles, door plates and other hard surfaces 	<ul style="list-style-type: none"> All door handles, door plates, light switches, handrails, storage cupboards and other hard surfaces to be cleaned & sanitized at the end of each day. Rooms to be kept locked shut when not required 	<ul style="list-style-type: none"> Establish cleaning schedule to cover all areas to be cleaned and sign off on completion of each cleaning session 	Executive Director		
Spread of virus through toilet use	<ul style="list-style-type: none"> All staff through use of hand-driers All staff by access to refuse bins All staff through touching toilet cubicle doors, toilet seats and lids, toilet roll holders and toilet flush controls 	<ul style="list-style-type: none"> Signs displayed to limit numbers using toilets Posters displayed to encourage regular handwashing using soap and paper towels Provide hand sanitizer in toilets Switch hand-driers out of use Do not use bins with lids; bins to be emptied each day Sanitise all surfaces each day Toilet seats and lids to be cleaned each day Toilet paper dispensers to be cleaned each day Full PPE to be used when cleaning and safely discarded after use 	<ul style="list-style-type: none"> Display cleaning schedule and keep it up to date Provide extra paper towels (but no towel dispensers) 	Executive Director		

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Risk of Legionella build-up in water systems	<ul style="list-style-type: none"> All users as Legionella bacteria can build up in water systems that are unused when premises are left unoccupied 	<ul style="list-style-type: none"> Flush through hot and cold water systems each week by running hot and cold taps for at least 5 minutes 				

Updates from previous issue:

	Item	Date
1	Added two bullet points in column 4 regarding attendance at offices when travelling between Tier alert areas	3 January 2021
2	Additional risk of Legionella build-up identified and mitigation added	3 January 2021
3		
4		