|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **002RA** |
| **Completed by (name):** |        | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **COVID - 19** |
| **This template attempts to address all foreseeable hazards in relation to COVID-19 and provides a list of suggested controls. Please note these are suggestions and may need modification to meet the context of specific sites. Remove or add content as applicable.** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** Identify the hazard/s:What do you believe are the hazards?(Refer hazard sheet 1) | **Step 2:** Assess the risks:What do you believe are the risks?(Refer hazard sheet 2) | **Step 3:** Reducing the risk:What do you believe can be done to reduce the risk?(Refer hazard sheet 3) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Biological -** COVID – 19 transmission within the workplace | * Workers / Parishers catching COVID – 19 resulting in serious illness or death
 | * Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.
* Frequently touched surfaces including counters, handrails, doors, phones, & pews are regularly cleaned.
* Physical distancing – at least 1.5m apart from each other & 4 square meters per person. Every second pew row used. Cleaned after use.
* Alcohol based hand sanitiser is provided at all work stations and on entry to the Building (out of reach of children).
* Posters on hand washing / cleaning are prominent in the workplace and hand washing facilities are available in the bathrooms.
* Clear communicated directions on what is required to be adhered to in the Church, Cemetery, Cathedral and Meeting Halls with regards to COVID- 19.
* Workers / Parishioners educated on good health and hygiene practices
* Signs at entrances and meeting rooms to ensure the maximum safe capacity is not exceeded.
* Move desks and tables in rooms to comply with social distancing.
* If possible, have someone at the entrance of the building to limit the number of persons going into the building to the maximum safe capacity.
* Personal Protective Equipment issued to workers whose tasks require close contact with people.
* Risk Assessments on Vulnerable Persons.
* Names of attendees taken at Ceremonies and Funerals for tracking purposes if needed.
 |
| **Biological -** Confirmed positive COVID – 19 cases within the workplace | * Workers / Parishioners catching COVID – 19 resulting in serious illness or death
 | * Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities
* Frequently touched surfaces including counters, handrails, doors, till, phones, and pews have all been identified for regular cleaning.
* Workers / Parishioners have been briefed on symptoms of COVID -19 and have been told to stay home if they aren’t feeling well.
* If a Worker / Parishioners becomes unwell, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.
* Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, and break rooms, with instructional signs on hand washing.
* Alcohol based hand sanitisers are available in bathrooms, break rooms, kitchens and signs are displayed on appropriate use.
* Break times are staggered to minimise the number of workers using break room at one time.
* Posters on hand washing / cleaning are prominent in the workplace and hand washing facilities are available in the bathrooms.
* Clear communicated directions on what is required to be adhered to in the Church, Cemetery, Cathedral and Meeting Halls with regards to COVID- 19.
* Names of attendees taken at Ceremonies and Funerals for tracking purposes or use of QR Code.
 |
| **Physical / Work Environment & Psychological -** New operation risks due to process and system changes due to COVID – 19 requirements | * Loss of attendance of Parishioners due to processes not being followed.
* Psychological injury to workers / Parishioners from change
 | Changes communicated to workers / ParishionersWorkers trained in new process or system change.* Process and system change documented and risk assessed.
* Completion of an online COVID – 19 Safety Plan by all Parishes for Ceremonies and Funerals and a copy kept onsite. <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>
 |
| **Psychological -** Ongoing mental health implications associated with isolation and possible overwork for those who continue to work from home | * Psychological injury to workers / Parishioners.
* Serious illness
 | Ongoing worker engagement through phone calls, Skype meetings etc.* Regular breaks and step-outs for fresh air and natural light.
* Feedback from workers about building meaningful work projects.
* Communication of timeframes for changes and returning to new normal
 |
| **Psychological / Biological -**Vulnerable workers risk of discrimination, victimisation or general protections applications for those who continue to be at a higher risk and prefer not to return to work. | * Vulnerable workers / Parishioners catching COVID – 19 resulting in serious illness / death
* Psychological injury to vulnerable workers
 | Completion of a vulnerable workers risk assessment that includes characteristics of the worker, the workplace and work.* Seeking medical advice as needed and keep information about a workers medical conditions confidential.
* Work from home arrangements and / or another role.
 |
| **Biological**–Persistent use of hand sanitiser | * Dermatitis
 | Workers encouraged to wash hands with soap and water for 20 seconds where possible as an alternative to hand sanitiser in non-medical situations.* Obtain worker history of dermatitis or allergy to alcohol.
* Supply hand cream
 |
| **Chemical** – Persistent use of latex gloves | * New or aggravated latex sensitivity
 | Workers provided with non-latex gloves and / or remove gloves when no necessary |
| **Other** | *
 |       |
| **Authorised by (name):** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

|  |
| --- |
| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |