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|   |   | <b>Infection by Covid-19 (Bags of Hope)</b> |                  |
|  |   | Residual Risk Assessment                    | <b>5 (LOW)</b>   |
| Name of Activity/ Group of Hazards   |   | Transmission of Covid-19                    |                  |
| Name of Team/ Ministry   |   | Bags of Hope                                |                  |
| Name of Team Leader/ Responsible Person  |   | Heather Pricor                              |                  |
| Brief Description of Hazards Presented:  |   |   |                  |
| <ul style="list-style-type: none"> <li>- Risk of Covid-19 Transmission from an infected person (either symptomatic or non symptomatic) to a non infected person</li> <li>- Transmission leading to infection and continued potential for spread of virus.</li> <li>- Transmission via a range of “close contact”/ social contact points.</li> <li>- Transmission via infected droplets carried on infected person’s breath being inhaled by non infected person, or transmission via hands or hand held objects</li> <li>- Transmission of virus by contact from team members to other team members or customers via the Bags of Hope</li> <li>- Transmission via droplets inhaled due to close contact brought on by nature of movement in distribution environments</li> </ul> |   |   |                  |
| What Groups are Affected by Risks? Why & How?  |   |   |                  |
| All groups and demographics are affected, but particularly over 70’s and those with underlying medical conditions. As one of the key demographics of customers of this service is those who are shielding, there is a slightly enhanced risk for this service than others.   |   |   |                  |
| Potential Outcome of Hazards (Risks):  |   |   |                  |
| Transmission leading to a severe infection, resulting in: <ul style="list-style-type: none"> <li>- Respiratory Distress</li> <li>- Severe Auto Immune Response</li> <li>- Death resulting from above risks</li> <li>- Other long term life limiting medical conditions</li> </ul>  |   |   |                  |
| Likelihood Score   | 4 | Initial Risk Assessment                     | <b>20 (HIGH)</b> |
| Severity of Outcome Score  | 5 |   |                  |
| What Control Measures will we put in place/ are already/ should be in Place?   |   |   |                  |

- Handwashing supported with instructional signage, dedicated handwashing facilities with antibacterial soap provided at point of use
- All team members will be asked not to volunteer if they are symptomatic or if someone in their household is symptomatic as per government guidance (new persistent cough, fever, shortness of breath, loss of senses of taste or smell) and are reminded of the severity of introducing the virus to this team and its contacts in the community (likely death of clinically extremely vulnerable persons)
- Arrival is naturally staggered but the team is very small so there is minimal congestion risk on arrival, due to varying responsibilities within the wider organisation departure times are also naturally staggered
- All team members are to sanitize their hands upon entry to the church premises
- All delivery persons are to sanitize their hands before every individual delivery to avoid transmission from steering wheel to food
- Bags should be left outside the recipients/school door, the bell rung and the delivery person should step back from the door by at least 1m, preferably 2m, to allow safe collection of the meal. Participating schools then have own procedures for further distribution. We ask referring schools to do this due to the requirements of GDPR on them
- Donors are asked where possible to donate on a Monday or Tuesday so that their presence is supervised, or if outside of these days, then they deliver quickly and sanitize hands immediately on entrance
- When we pick up food, we ask for it to be left on doorsteps, and for the donor to stand 1m+ back from the donation for us to pick it up, and sanitise hands once back in car.
- Collection from shops is currently only done by the same 2 people in the same household, who follow the supermarket's procedures and then deliver/ unpack to the church once their hands are sanitized, where the rest of team stack after it is unpacked, maintaining distance from each other
- Windows on Whiteman room are opened, back door is left open on hook, to promote ventilation in the building, with outer gate locked for security
- Social distancing of 1m minimum should be maintained by team members while in the Whiteman Distribution room
- Use of a production line style system to minimise crossover of team members and allow for better maintenance of social distancing, pre-planned spacing of team members
- Fixed team of distributors of 5-7 people so that its in a "bubble" to limit cross- infection, with a standby team of 2 people for cover
- If deliveries are done in pairs, the pairs are from same household/ expanded bubble/ groups that are in frequent family or social contact anyway.
- Delivery drivers/ referring persons from outside of the Church are asked to sign in using covid-19 secure means to the building, and to sign out, to assist with track and trace from outside our organisation.
- The building is continually cleaned to a high standard similar to before lockdown
- Administration & record keeping is done by one person, working from home, with communication with rest of the team by email and by phone

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| Revised Likelihood Score                                   | 1 | Residual Risk Assessment | 5 (LOW) |
| Revised SOO Score  | 5 |                          |         |
| What Other Documents are relevant to this Risk Assessment? |   |                          |         |

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| <ul style="list-style-type: none"> <li>- Internal Guide on the Preparation of Risk Assessments (July 2020)</li> <li>- Covid-19 Secure guidelines from DBEIS.</li> <li>- GHBC H, S &amp;EH Policy</li> </ul> |  |
| <p>What further control measures could the Church examine implementing?</p>   |  |
| <p>N/A</p>  |  |
| <p>This most recent review conducted by: (Name&amp; Position)</p>   | <p>Date</p>  |
| <p>Jonathan Murphy ACIEH (Health, Safety &amp; Environmental Health Officer) &amp; Heather Pricor (Team Leader)</p>   | <p>15-7-2020</p>   |
| <p>Date of Next Review</p>  | <p>1-9-2020 (to reflect potential changes in guidance and operation).<br/>May be amended sooner if guidance changes or if we feel, upon informal monitoring, that there is a need to chage how we meet the guidance.</p> |