

Diocese of Leeds RISK ASSESSMENT FORM

DEPARTMENT/			Property						
Assessor/ Person(s) assisting with the assessment		John Knox – Director of Strategy Implementation and Head of Property			DATE	5 January 2021			
TASK / ACTIVITY (Include duration and frequency of task activity)		Covid-19 - Property Manager undertaking part of their routine duties which involves surveying properties including meeting and liaising with clergy and contractors. Usually one off meeting but can be as a series of meetings that can be up to 2 hours duration.							
Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A	Employees	E	General Public
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	B	New Employees	F	Visitors
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	C	Contractors / Sub-Contractors	G	Volunteers
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	D	Young person / Work experience	H	Clergy
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	<p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>			

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
Transmission of Covid-19 Coronavirus (where the employee/volunteer transmits the virus)	A/C/G/H	Making Appointments – obtain level of detail on information gathering particularly in relation to the status of any clergy/ residents and any health issues inc. briefing of our health and safety arrangements/requirements at booking stage of the meeting appointment.	HIGH (15)	Making Appointments – obtain greater level of detail on information gathering particularly in relation to the status of any clergy/ residents in relation to Covid 19 and briefing of our health and safety arrangements/requirements at booking stage of the meeting appointment.	Medium (10)
Transmission of Covid-19 Coronavirus (where the employee/volunteer catches the virus)	A/C/G/H	Making Appointments – obtain level of detail on information gathering particularly in relation to the status of any clergy/ residents and any health issues inc. briefing of our health and safety arrangements/requirements at booking stage of the meeting appointment.	HIGH (15)	Making Appointments – obtain greater level of detail on information gathering particularly in relation to the status of any clergy/ residents in relation to Covid 19 and briefing of our health and safety arrangements/requirements at booking stage of the meeting appointment.	Medium (10)

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Transmission of Covid-19 (travel)	A/C/H	Travel to Sites and/or Meetings – travel by car (if necessary) in the most cost effective way should always be undertaken.	HIGH (15)	Consider whether attendance at the meeting can be done remotely. If more than one Property Manager or member of staff needs to attend a meeting staff should travel separately.	MEDIUM (10)
Transmission of Covid-19 (while at the site/property)	A/C/H	<p>Property Manager should ideally avoid using the property bathroom facilities but where necessary hands should be washed and then hand gel applied on leaving the bathroom as there will be a need to touch towels, door handles etc</p> <p>Property Manager to communicate clearly to clergy/residents on where they will be in a property and when it is safe for the clergy/residents to move rooms.</p>	HIGH (15)	<p>Social Distancing – practice social distancing at all times.</p> <p>Property Manager to only touch those surfaces absolutely necessary.</p> <p>On arrival at site or the property, Property Manager to ask if anyone is showing Covid 19 symptoms in the house and if so not enter and reschedule the survey/inspection. No physical contact including hand shaking.</p> <p>Maintain a 2m distance from any clergy/residents or pets.</p> <p>Clergy/residents to have opened all doors (including any garage or outbuilding and loft hatches) and turned on all lights and opened curtains, blinds and windows to</p>	MEDIUM (10)

<p>What are the hazards and What could happen</p>	<p>Affected persons groups</p>	<p>What are the existing control measures</p>	<p>Risk rating (refer to chart)</p>	<p>Further action required to eliminate or reduce the risk (who by and Date)</p>	<p>Residual risk rating (refer to chart)</p>
				<p>minimize the need for contact with hard surfaces.</p> <p>Any clergy/residents in the property should ideally vacate the property or if unable to do so wait in the living room, during the survey. If this is not possible follow the instruction of the Property Manager on where they should stay and when/where they should move.</p> <p>Property Manager to vacate the property immediately if they feel unsafe at any time.</p>	
<p>Transmission of Covid-19 (while at the site/property) by contractors sent on behalf of the Diocese</p>	<p>A/C/H</p>	<p>Contractors should ideally avoid using the property bathroom facilities but where necessary hands should be washed and then hand gel applied on leaving the bathroom as there will be a need to touch towels, door handles etc</p> <p>Contractors to communicate clearly to clergy/residents on where they will be in a property and when it is safe for the clergy/residents to move rooms.</p>	<p>HIGH (15)</p>	<p>Social Distancing – practice social distancing at all times.</p> <p>Contractors to only touch those surfaces absolutely necessary.</p> <p>On arrival at site or the property, Contractor to ask if anyone is showing Covid 19 symptoms in the house and if so not enter and reschedule the survey/inspection.</p>	<p>MEDIUM (10)</p>

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
		<p>All contractors to provide a copy of their Covid-19 Risk Assessments to the Diocese in advance of doing any works.</p>		<p>No physical contact including hand shaking.</p> <p>Maintain a 2m distance from any clergy/residents or pets.</p> <p>Clergy/residents to have opened all doors (including any garage or outbuilding and loft hatches) and turned on all lights and opened curtains, blinds and windows to minimize the need for contact with hard surfaces.</p> <p>Any clergy/residents in the property should ideally vacate the property or if unable to do so wait in the living room, during the survey. If this is not possible follow the instruction of the Contractor on where they should stay and when/where they should move.</p> <p>Contractors to vacate the property immediately if they feel unsafe at any time.</p>	

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Transmission of Covid-19 Coronavirus (PPE)	A/C/H	PPE – standard PPE is available for Property Managers to use. The list includes hard hats, hi vis, gloves and protective boots.	HIGH (15)	PPE – Property Manager to wear face coverings and gloves for the protection of clergy and contractors. Property Manager to be reminded of the importance of using PPE at all times.	MEDIUM (10)
Transmission of Covid-19 (Professional Judgement)	A/C/H	Property Manager should use their professional judgement at all times.	HIGH (15)	Property Manager should be alert to the current restrictions and regulations.	MEDIUM (10)

Part C

Links to other risk assessments and or safe working instructions - please state	TBC	
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented		
	Date 5 January 2021	

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?

Please record any changes required and or action taken, then date and sign

Reviewer Name & Date	JK 5 June 2020	Notes	
Reviewer Name & Date	JK 5 Jan 2021	Notes	Updated to add in risks regarding contractors and precautions to take following National Guidance issued on 5 January 2021.
Reviewer Name & Date		Notes	