



## **RISK ASSESSMENT**

Based upon Government Guidance issued for the safe use of places of worship during the pandemic in England and available on [www.gov.uk](http://www.gov.uk) updated 3<sup>rd</sup> August 2020.

### **Risk Assessment 1**

Coronavirus entering the church premises and potentially infecting users of the building.

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners, contractors.

#### **Control measures in place:**

- Communicate information regarding procedures to members and attendees before starting to open the buildings for services.
- Ask anyone symptomatic to not attend
- Ask all attendees to follow government guidance on self-isolation after symptoms and/or a positive test or contact tracing or return from overseas.
- Display signage asking anyone with symptoms not to enter.
- Ask those who are vulnerable not to attend or seriously consider the wisdom of doing so.
- Everyone to use hand sanitiser on entry.
- Action plan communicated to leaders for use in the event of a coronavirus case entering the premises.
- Undertake the checking of the premises and the cleaning before a meeting.
- Lifts for those without a car are not advised.
- Social distancing to be maintained as far as possible before entering, upon entering, within the building and upon exiting.

#### **Action:**

- Cleaning before and after a meeting by church cleaner, checked by a Deacon
- Clean all chairs with anti-bac spray and dispose of cloths.
- Hand sanitiser provided at entrances and strategic points. Advice not to touch face.
- Ventilation – open all windows and doors (not fire exits) an hour before a meeting and keep open until locking up.

- Self - isolation: encourage and advise anyone with symptoms not to attend, including anyone with a persistent cough or feeling generally unwell.
- Remote attendance: provide other means and opportunities for those unable or feeling unsafe to attend.
- Contact details: collect details before people attend or, at least, when they arrive. Save information for 21 days.

## **Risk Assessment 2**

Transmission of coronavirus to an individual direct from an infected person.

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners, contractors.

### **Control measures in place:**

- Social distancing in place.
- Face coverings worn by all attendees.
- No physical contact between people from different households/bubbles.
- One-way system through building.
- Rooms not available marked “no entry”.
- Seating marked to show those not to be used.
- Capacity monitored and entry stopped when capacity is reached
- No singing.
- Signage to remind of handwashing, hand sanitising.
- Changes to entrances, exits, one-way system to take account of reasonable adjustments for those with physical disabilities
- Attendees instructed not to gather in groups, inside or outside the building (except members of own household/bubble).
- Attendees asked to leave promptly after a meeting/service.
- Attendees asked to remain in their seats for the duration of the meeting/service.
- Assess and provide for those who are vulnerable at any level.

### **Action:**

- Assign attendees to seating with 2m distance between households/bubbles.
- Maintain social distancing by one-way system in and out of building and to and from toilets.
- Stagger admissions at entrance and ask everyone to leave promptly as directed.
- Advise everyone to wear face covering and provide, if necessary, unless having a legitimate reason for not doing so. Visors are not as effective at preventing spread of the virus by droplets.
- No singing.

## **Risk Assessment 3**

Transmission of coronavirus to an individual via a contaminated surface or item (not including toilet facilities).

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners, contractors.

### **Control measures in place:**

- Where possible, doors kept open to reduce contact with door handles (not if a fire exit or temperature too low).
- Regular cleaning of surfaces likely to be touched regularly with appropriate anti-bac spray.
- No passing of offertory bags. Offerings in box not to be counted for 72 hours after service.
- Building not used again for 72 hours after a service. (Otherwise, deep cleaning of building to be done).
- No serving of food or drink prior to, during or after a service/meeting.
- Attendees to be asked to bring their own Bibles and take them away with them.
- Coats and all personal belongings to stay with each person. No coat racks.
- Microphones etc. to be used by one person, each item.
- Keep register of attendees.

### **Action:**

- Minimise contact with “touchpoints”. As far as possible, stewards open doors, if not already wedged back.
- No food or drink served or provided. Everyone asked not to bring food or drink unless medically necessary and all personal rubbish to be taken away.
- Offering: continue to encourage online giving. Collection box provided on table in church. Care taken to avoid touching it. Envelopes spread out so that one can be picked up if using to identify Gift Aid. Person uses their own pen. Using disposable gloves, contents (cash etc.) moved to a secure place and left for 72 hours before counting and removing.
- Coats racks removed from church.

## **Risk Assessment 4**

Transmission of coronavirus to an individual via toilet facilities.

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners, contractors.

### **Control measures in place:**

- Regular cleaning of surfaces likely to be touched regularly using anti-bac spray.
- Toilets supplied with disposable paper hand towels, anti-bac hand wash, anti-bac wipes in each cubicle.
- One person in ladies or gents or disabled toilet at a time, regardless of there being more cubicles.
- Signage reminding of need to handwash, wipe toilet and other touch points.
- Pedal bins with instructions not to touch the lid. Lined with plastic sack.
- Children under 11 to be accompanied by a parent/carer.
- Waste bin to be monitored, bag removed and tied, put inside a second bag, tied and stored for 72 hours before disposal with general rubbish.

### **Action:**

- Encourage attendees to use facilities at home before attending.
- Cleaner to deep clean toilets, cubicles, sinks, fixtures and fittings on each cleaning day.
- Provision of anti-bac wipes, anti-bac spray, paper towels, pedal bin, bin liners, cleaner's PPE, disposable mop heads and cleaning cloths.
- Encourage attendees to wipe/spray toilet and all touched areas after use.

## **Risk Assessment 5**

### Transmission of coronavirus via contaminated waste

**Persons at risk:** cleaners, anyone handling waste

#### **Control measures in place:**

- Attendees asked to take home own personal rubbish and waste including nappies and used sanitary products.
- All waste to be assumed to be contaminated and handled appropriately.
- Cleaner or anyone handling waste to be advised as to practice to be taken.
- All waste to be handled using suitable PPE.
- All bins to be lined with disposable liners and all waste to be double bagged, stored in the cleaner's cupboard for at least 72 hours and then put into general rubbish.
- All bins to be pedal, foot controlled with signage not to touch the lid.
- Keep register of attendees.

#### **Action:**

- Provision of suitable plastic bags.
- PPE provided for cleaner.
- Emptying of bins and handling of waste restricted to the cleaner, where possible.

## **Risk Assessment 6**

Transmission of coronavirus to an individual via working in the church building (other than main services/meetings).

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners, contractors.

### **Control measures:**

- Use remote working where possible to avoid in-person meetings.
- Restrict attendance at meetings to those absolutely necessary and maintain social distancing. Space out furniture.
- Avoid sharing stationery, equipment etc. (e.g. pens)
- Provide hand sanitiser in rooms for meetings.
- Signage to remind of social distancing.
- Ventilate room(s) used.
- Pastor's office not accessed by anyone else. Conversation with Pastor to be held in Old Hall or Ravens' Room.
- Phone to remain available for emergency use. Phone and touched areas to be cleaned.

### **Action:**

- Minimise interaction between individuals and touching objects. Encourage attendees to bring their own materials, including Bibles, to meetings.

## **Risk Assessment 7**

Protective measures for children, young people and families during the pandemic.

**Persons at risk:** Pastor, Elders, Deacons, members, attendees, cleaners.

### **Control measures:**

- Children and young people to remain in their household bubble supervised by their own parent/carer.
- Communicate all measures to parents/carers emphasising impact on children/young people.
- Do not provide toys as sharing between households might be a transmission risk.

### **Action:**

- Apply all the usual Safeguarding policy and procedures and make sure measures are in place.
- Close off the toy cupboard with “No Entry” signage.
- Close off the Quiet Corner removing bean bags and books.
- Ask parents/carers to bring their own toys/books/crayons/paper for their children and not share them with other households.



## **Emergency action plan**

Should anyone attending church display symptoms of coronavirus:

- The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- Anyone known to have been in close contact with that person will be advised to wash their hands thoroughly as soon as possible.
- Any surfaces likely to have been contaminated will be cleaned in line with the Cleaning Procedures.
- Consider whether to end the service/meeting.
- Consult Health and Safety Executive website as to whether the event should be reported.