

COVID-19 RISK ASSESSMENT FOR THE OPENING OF OUR BUILDINGS FOR SUNDAY WORSHIP

What are the hazards?	Who might be harmed and how?	Additional Covid-19 Controls – Reducing Risk	Who needs to carry out the action?	When is the action needed by?	Done
<p>1. MAINTAINING SOCIAL DISTANCING</p> <p>The spread of coronavirus is through aerosol droplets from person to person. The greatest danger is from close contact between people.</p> <p>1.1 Seating in the church We need to ensure that during services people from different household groups are sitting 2m apart.</p> <p>1.2 Entering the church There is a particular hazard of breaching the 2m protocol as people arrive at the church, particularly if a large number of people arrive shortly before the service.</p>	<p>Anyone using the building through close contact with someone potentially with Covid-19.</p>	<p>We will seek to ensure that wherever possible we will maintain a 2m distance between people from different households by taking the measures listed below.</p> <p>The seats will be set out in ‘household groups’ of 1, 2, 3 & 4 seats, each of the groups being 2m apart. As people are not facing each other, we believe it is appropriate for the rows to be 1.75 m apart. The congregation will be expected only to sit with other members of their household.</p> <p>1. Everyone will be expected to enter and leave the building by the main church doors. The doors to the concourse will be locked during the service.</p> <p>2. Lines at 2m intervals to be marked outside the main entrance and in the foyer.</p> <p>3. A steward to be in foyer to encourage people to follow the guidance.</p> <p>4. We will ask people to fill the chairs from the front to avoid people having to pass those already seated.</p>	<p>Paul & Lynn</p> <p>Paul & Lynn</p> <p>Elders</p>	<p>26/07/20</p> <p>Ongoing</p> <p>26/07/20</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>1.3 Before and after the service There is a particular risk that as people arrive and before people leave, people will move around to talk to one another and breach social distancing.</p> <p>1.4 Exiting the building As with entering the building, exiting the building has the potential to create bottlenecks where people will breach socially distancing protocols.</p>	<p>Anyone using the building through close contact with someone potentially with Covid-19.</p>	<p>1. Notices reminding people to maintain social distancing prominently displayed and reinforced through verbal notices.</p> <p>3. Refreshments will not be served after the service.</p> <p>4. Tables and chairs to be removed from the concourse to prevent it being used. Concourse only to be used for access to toilets.</p> <p>5. Could we think about opening the garden for socially distanced conversations after the service? (Not to be implemented.)</p> <p>1. Notices reminding people to maintain social distancing prominently displayed and reinforced through verbal notices.</p> <p>2. Stewards to encourage social distancing.</p>	<p>Paul</p> <p>Joe</p> <p>Paul</p>	<p>26/07/20 & Ongoing</p> <p>26/07/20</p> <p>26/07/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>1.5 Toilets The toilets present another point at which social distancing is difficult.</p>	<p>Anyone using the building through close contact with someone potentially with Covid-19.</p>	<ol style="list-style-type: none"> 1. Only one toilet cubicle to be in use in the Foyer. 2. Only one person at a time to use Ladies Toilet in Concourse (only one cubicle to be in use). 3. Only one person at a time to use Gents Toilet in Concourse. 4. Notices for queueing to be placed at entrances. 	<p>Paul & Lynn</p>	<p>26/07/20</p>	<p>✓</p>
<p>1.6 Sound & AV Desk At present two people are required to operate the sound and AV desk who are less than 2m apart.</p>	<p>Sound/AV operators</p>	<ol style="list-style-type: none"> 1. Ian and Amy (from same household) initially to operate sound & AV 			<p>✓</p>
<p>1.7 Air circulation It is suggested that confined spaces with poor circulation of air encourage the transmission of Covid-19.</p>	<p>Anyone using the building through close contact with someone potentially with Covid-19.</p>	<ol style="list-style-type: none"> 1. Windows to be open in church 2. Doors to the foyer to remain open through service (but close doors to street.) 3. Doors to garden from concourse to remain open during service and open doors from church to concourse. 		<p>Ongoing Ongoing Ongoing</p>	
<p>1.8 Face Coverings Where social distancing is difficult to maintain face coverings can help to control the spread of coronavirus</p>		<ol style="list-style-type: none"> 1. We will ask everyone attending worship to wear a face covering. 2. We will supply face coverings for those who do not have their own. 	<p>Paul (notices) John & Sue</p>	<p>26/07/20</p>	<p>✓</p>

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<p>2.3 Touched surfaces Any surface that has been touched has the potential to harbour Covid-19.</p> <p>2.4 PA & AV equipment Paul often sets up the equipment and others then operate it. This offers the opportunity for contamination to be spread.</p> <p>2.5 Cleaning practices Those who carry out cleaning should be aware of government guidance on good practice, and should be protected from contamination while carrying out cleaning.</p>	<p>Anyone using the building through touching a surface contaminated by Covid-19.</p> <p>PA & AV operators etc</p> <p>All involved in cleaning.</p>	<p>1. Door between the foyer and the church to remain open so that no one has the need to touch the handle in order to enter the church.</p> <p>2. Main doors to remain open before the service starts so that no one has the need to touch the handle.</p> <p>3. After every service all surfaces that may have been touched should be cleaned – e.g. door handles, light switches, chairs, toilets etc.</p> <p>Disposable wipes should be available so that each person who uses the AV & PA systems should wipe any surfaces that have been touched (switches, mouse, keyboard etc) after they have used the equipment.</p> <p>Written guidance to be drawn up for Joe and others involved in cleaning to ensure that cleaning protocols are Covid secure.</p>	<p>Elders</p> <p>Elders</p> <p>Joe</p> <p>Paul</p> <p>Paul?</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>26/07/20 & ongoing</p>	<p></p> <p>✓</p> <p>Pending</p>

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<p>3. HYGIENE Promotion of good hygiene is an essential control of Covid-19.</p> <p>3.1 People bringing in Covid-19 on their hands. Anyone coming into the building could bring in Covid-19 through surfaces that they have touched on the journey to church.</p> <p>3.2 Personal hygiene Good personal hygiene should be promoted.</p> <p>3.3 Use of toilets Good hygiene in use of toilets needs to be promoted to prevent spread of Covid-19</p>	<p>Anyone using the building through poor hygiene.</p>	<p>Hand sanitiser will be provided at the main entrance with a clear expectation that everyone entering the church will clean their hands as they enter. (It is not possible to have sinks available at entrances.)</p> <p>1. Notices promoting frequent washing of hands and ‘Catch It, Bin It, Kill It’ message will be displayed.</p> <p>1. Hand sanitisers to be placed at the entrance to all toilets, with notices asking that everyone sanitises their hand <i>before</i> entering the toilet. 2. Notices to be placed in all toilet areas encouraging everyone to wash their hands for at least 20 seconds.</p>	<p>Paul & Lynn</p> <p>Paul</p> <p>Paul & Lynn</p>	<p>26/07/20</p> <p>26/07/20</p> <p>26/07/20</p>	<p>✓</p> <p>No notices in church, but section included in guidance booklet for congregation.</p> <p>✓</p>

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<p>5. HAZARDS LINKED TO THE SERVICE OF WORSHIP</p> <p>5.1 Bible reading Congregational bibles could become carriers of Covid-19.</p> <p>If the page of the bible on the lectern is found before the service by someone other than the reader, could the pages of the lectern bible become a source of transmission?</p> <p>5.2 Hymn singing & congregational responses The singing of hymns is prohibited because of the increased spread of aerosol droplets through singing. Spoken responses should be made at normal volume.</p>	<p>Members of the congregation from contaminated bibles.</p> <p>Readers, from touching the pages of the lectern bible.</p> <p>Members of the congregation.</p>	<p>1. The church bibles will be removed from the foyer and will not be available. If people wish to follow the reading they will have to bring their own bible. Alternatively, the reading could be displayed on the screen.</p> <p>2. The lectern bible will not be used. The person reading will use a bible that will not then be handled by another person for a week.</p> <p>1. Verses of hymns will be played with the words displayed on the screen, but there will be no congregational singing. 2. The congregation will be encouraged to join in with congregational responses at normal volume. 3. Single use large print orders of service will be provided for those who cannot see the screen. They will be asked to take them home after the service.</p>	<p>Joe</p>	<p>26/07/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>(Hymn book rack not removed but not in use.)</p>

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<p>5.3 The offering Social distancing would prevent the offering being taken by stewards in the service.</p> <p>Cash and envelopes could be a source of contamination.</p>	<p>Members of the congregation and stewards through breach of social distancing</p> <p>The treasurer in counting money that has been handled by others.</p>	<ol style="list-style-type: none"> 1. The offering plate will be near the entrance so that people can give their offering as they enter or as they leave. 2. The offering will not be presented during the service. 3. Ian will take the offering home and either leave it for 72 hours before counting it, or will wear gloves to count it. 	<p>Paul & Lynn</p> <p>Ian</p>	<p>26/07/20</p> <p>Ongoing</p>	<p>✓</p>
<p>5.4 Communion Communion presents a number of risks of spreading coronavirus:</p> <ul style="list-style-type: none"> • in the preparation of the bread and the wine • in the serving of Communion (breaking social distancing) • in the clearing up after communion 	<p>Members of the congregation.</p> <p>Those clearing up after communion.</p>	<ol style="list-style-type: none"> 1. Those preparing Communion will use gloves and a face covering to prepare the bread and the wine and to place it on the tables around the church. 2. The bread will be placed into sealed pots and the pots of bread and glasses of wine will be placed on the tables in front of each group of chairs before the service. Each household group will then be able to serve themselves when Communion is celebrated. 3. Those clearing up after Communion will use gloves and face coverings to gather up the pots and the glasses and all will be washed in hot soapy water. 	<p>Elders</p>	<p>Ongoing</p>	

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<p>5.5 Junior Church & Creche Junior Church and crèche will be challenging with difficulties maintaining social distancing and restrictions on the sharing of equipment etc.</p>	Junior Church and Leaders	1. Initially we will not hold Junior Church or crèche.			
<p>6. MISCELLANEOUS</p> <p>6.1 Risk of Legionella With the buildings not being used for 12 weeks, there is a risk of Legionella Bacteria from the standing water supply.</p> <p>6.2 NHS Test and Trace Government guidelines ask us to keep a record of all who attend the church so that the NHS Test and Trace service can be notified should someone subsequently test positive for Covid 19.</p> <p>6.3 Communication</p>	All users of the building	<p>Every tap in the building should be run for a minimum of 20 minutes.</p> <p>1. All worshippers will be asked to complete a form giving name and telephone number for the NHS Test and Trace service. (This is not mandatory.) 2. The forms will be held securely for 21 days after the service and will then be destroyed.</p> <p>1. A document will be circulated to all members of the congregation informing them of the measures we are taking to keep one another safe and to encourage their cooperation in practicing social distancing and good hygiene.</p>	<p>Joe</p> <p>Paul</p> <p>Paul</p>	<p>26/07/20</p> <p>26/07/20 & Ongoing</p> <p>19/07/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>