

COVID-19 Risk Assessment

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Updated: 29.12.20

Version: Sunday Worship. Three services (09:30, 11:30 & 18:30) at one location (LFSS) with access into upstairs hall & WC.

This Risk Assessment has been written taking into account all reasonable precautions and following the most up to date Government guidance.

What is the hazard? <i>(What could cause harm?)</i>	Activity & location <i>(Risk)</i>	Persons at risk E = Employees P = Public V = Volunteers	Likelihood 1 = Low 2 = Medium 3 = High	Severity 1 = Low 2 = Medium 3 = High	Likelihood x Severity	Control Measures / Actions Required
Virus spread / infection	Transmission of COVID-19 during general activity	ALL	3	3	9	<p>Do not attend worship if you, a member of your household or social bubble, are suffering from any of the known COVID-19 symptoms in line with Government guidelines; a high temperature, a new, continuous cough and / or a loss or change to sense of taste or smell.</p> <p>Face coverings are required by law with some exemptions as detailed in the government guidance, e.g. children under the age of 11, not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability). Exemptions also exist for those leading services, preaching and those who assist them.</p> <p>All those who enter and exit the building must use the hand sanitiser provided at the entry/exit points and other high</p>

					<p>traffic areas across the building. Once attendees enter the building they should make their way to the main hall as quickly as possible to avoid a build up of people in The Link area.</p> <p>One or two members will be present to make up the 'Welcome Team' at a safe social distance. They should remind all who enter the building to sanitise their hands and adhere to all control measures. If a significant number of people arrive in a short time period then people shall be asked to wait outside, respecting social distancing before being allowed to enter the building. This is to prevent a bottle neck situation occurring in The Link or main hall.</p> <p>Cough and sneeze into a tissue and put it in the bin. Wash your hands for a minimum of 20 seconds with soap and hot water. Prevent touching of the eyes, mouth and nose with unwashed hands.</p> <p>Respect social distancing at all times with those outside of your household and social bubble in line with current guidelines and advice. Chairs to be laid out adhering to social distancing requirements and will not be face to face. Adhere to any signs and floor markings.</p> <p>The speaker at the front of the church should always be a minimum of 2m from the nearest seated member of the congregation (due to the requirement of the speaker to raise their voice).</p> <p>A one way system will be put in place for all church attendees to adhere to. Entry will be via the main church entrance and exit at the fire exits adjacent to the 'quiet room' / office and at the bottom of the rear stairs (next to the plant room and</p>
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						<p>music area). People should use the nearest rear fire exit to leave the building at the end of the service. Anyone with mobility issues can be assisted to prevent interactions with anyone in The Link area.</p> <p>Where possible all internal doors will be kept open to improve ventilation and decrease the need to use door handles.</p> <p>All 'non-essential' social space shall be closed (e.g. all lounge areas and any shared child facilities will be unavailable).</p> <p>A log of all those attending each service will be kept for a minimum of 21 days to assist NHS test and trace in the event of an outbreak or request of information. A photo of each service will be taken to assist with understanding interactions between individuals.</p> <p>No congregational singing to take place during the service. Singing can be done by one person as per government guidance. This will take place behind a screen which shall be cleaned at the end of each service.</p> <p>External windows and doors to be opened where possible and safe to do so to increase ventilation throughout the building.</p> <p>Those leading the service to remind all attendees of the protocols that need to be observed.</p> <p>If there is a fire or emergency evacuation you are required to exit the building immediately via the nearest emergency exit.</p>
Virus spread / infection	Hygiene / Toilet use	ALL	3	3	9	Wash your hands for a minimum of 20 seconds with soap and hot water after using toilet facilities. Obey and adhere to any

						<p>signage provided.</p> <p>Dry your hands on the paper towels provided (do not use the electric hand dryers) and use the paper towel to turn off the tap and then to open the toilet door. Deposit the paper towel in the pedal bin provided outside the toilet door.</p> <p>Do not overcrowd the toilets. Only two persons allowed in the toilets at any one time and operate a one out, one in policy.</p>
Virus spread / infection	Use of AV equipment	E V	2	3	6	<p>Only designated persons to operate the AV equipment who must all sit apart in line with government guidelines. All others to maintain social distancing around the AV desk.</p> <p>AV equipment to be wiped down using the provided disinfectant wipes after each service.</p> <p>Each leader should be allocated their own individual microphone. Microphones to be wiped down after use. If this is not possible they should be placed in quarantine for 72 hours.</p>
Virus spread / infection	Shared Resources	ALL	3	3	9	<p>Regular attendees and church members should bring their own bibles or follow the reading on the big screens.</p> <p>Any bibles that are used should be quarantined for 72 hours immediately after use.</p> <p>Attendees should bring bottled water to drink as the kitchen facilities will be unavailable.</p>
Virus spread / infection	Cleaning	E V	3	3	3	<p>All potential high contact areas shall be cleaned with disinfectant after each service. This includes toilets, basins, door handles, metal parts of chairs, lectern and all other</p>

						<p>contact surfaces. A rota shall be implemented with clear roles and locations designated to each person. Cleaning products will be provided with guidance from the H&S team.</p> <p>Regular, usual cleaning / vacuuming of the building shall be agreed by Tim Oldham and a member of the H&S team as to regularity and control measures.</p>
Virus spread / infection	Cash Offerings	E V	2	3	3	<p>Offering boxes to be emptied after the second morning service (when there are two morning services) and evening service by designated persons.</p> <p>One person to empty the boxes and handle money whilst wearing disposable gloves. If a 'witness' is required then they should not handle money and respect social distancing at all times.</p>
Virus spread / infection	Use of upstairs hall & WC	ALL	3	3	9	<p>The upstairs hall is only available to those who need a room to take their child out to during the service. It is not to be used before, between or after services as it will need to be cleaned.</p> <p>A one way system shall be implemented and followed. Access to the upstairs hall is via the stairs in the Link area and the exit is via the upstairs kitchen stairs through the bike shed fire exit.</p> <p>Sanitiser stations are located at the top of the 'Link' stairs and on the wall between the classroom and WC upstairs. They must be used by all on entering and exiting the upstairs hall.</p> <p>Social distancing should be respected at all times with those who are not part of your household or bubble.</p> <p>All rooms upstairs aside from the hall and WC shall be locked</p>

						<p>and are out of bounds at all times. The WC is available for use with the same hand washing procedures listed above followed at all times.</p> <p>The amount of chairs in the hall upstairs should be minimised to improve cleaning time. A stack of chairs can be left in the corner should additional seating be required. All chairs should be left out and unstacked so the cleaning team know which ones to clean after the service.</p> <p>Any toys used shall be cleaned after the service and quarantined for 72 hours before next use.</p>
Virus spread / infection	Communion service	ALL	3	3	9	<p>One person shall prepare the bread and wine prior to the service and shall wear gloves whilst preparing.</p> <p>Consumables (bread and wine) to be covered immediately after preparation until they are served. Recipients to wear face coverings at all times aside from the consumption of the bread and wine.</p> <p>Servers to wear face masks at all times and shall wash their hands thoroughly prior to serving.</p> <p>Bread to be spread out on trays to ensure the individual item is only handled by the consumer. The individual wine glasses to be spread out on the glass holders to prevent inadvertent touching of other glasses. No communal vessels to be used.</p> <p>The service leader to have a separate symbolic cup of wine and loaf of bread at the front of the church.</p>

						Glasses to be left under each chair after the service and shall be collected and washed immediately. Gloves to be worn for the collecting, washing and putting away of glasses, plates, trays and all other items.
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