



Coronavirus (COVID-19) risk assessment - church

Assessment date: 19th July 2020

Hazard	Control measures	Persons at risk
<p>Exposure from others due to:-</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ul style="list-style-type: none"> ● Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if advice is required ● Follow good NHS hygiene measures at all times ● Continue following ongoing government guidance 	<p>Individual workers (staff/volunteers) Visitors</p>
<p>Suspected case whilst present on site</p>	<p>If a person develops a high temperature or a persistent cough while present on site, they should:</p> <ul style="list-style-type: none"> ● Return home immediately ● Avoid touching anything ● Cough or sneeze into a tissue and put it in a bin ● They must then follow the guidance on self-isolation and not return to site until their period of self-isolation has been completed. ● Areas they have been in contact with must be thoroughly cleaned 	<p>Individual workers (staff/volunteers); Visitors</p>
<p>General travel</p>	<ul style="list-style-type: none"> ● All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible ● Use face coverings on public transport ● When using private transport do not travel with members outside of your household or support bubble, following current government guidelines on transport. 	<p>Individual workers (staff/volunteers) Visitors</p>

<p>Access / egress to site</p>	<p>Where possible, please consider and implement the following practices:</p> <ul style="list-style-type: none"> ● Monitor site access points to enable social distancing of 2 metres ● Everyone met at entrance and procedures explained ● Entry points marked to encourage distancing ● Use of different entry / exit points – one way system ● Minimise entry systems that require significant skin contact ● Require all visitors to wash or clean their hands with sanitizer before entering the site ● Toilet access monitored to ensure social distancing ● Electric hand driers available ● Encourage all visitors to wash or clean their hands with sanitizer before leaving the site ● Allow plenty of space (two metres) between people waiting to enter / leave site ● Only use lift with members of own household ● Register kept of attendees for track and trace purposes including telephone numbers ● Short opportunity at the end of the meeting to participate in a socially distanced conversation. Participants must stay in their own seat. 	<p>Individual workers (staff/volunteers); Visitors</p>
<p>Poor hygiene</p>	<ul style="list-style-type: none"> ● Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use hand washing technique directed by NHS ● Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. ● Bins emptied after every meeting ● Tissues are provided ● Hand sanitizer provided ● Wipes provided to wipe taps and handles in toilets – signs explaining process ● Door to men's toilet propped open – only cubicle and sinks to be used. ● Maintain social distancing when moving around the building ● Sit together as a household maintaining social distancing between households ● Doors fastened open when possible ● Touch points cleaned after every meeting ● Soap in dispensers checked after every meeting ● Posters displayed encouraging social distancing / good hygiene / expectations ● Communal resources removed / unavailable ● Individual microphones used ● Visitors advised not to touch others belongings ● Masks and gloves provided for first aiders. 	<p>Individual workers (staff/volunteers); Visitors</p>
<p>Main rooms - exposure resulting from large numbers of persons</p>	<ul style="list-style-type: none"> ● People should be encouraged to stay on site once they have entered it and not use local facilities to reduce transmission. ● People should sit 2 metres apart from each other whilst meeting and avoid all close contact (particularly when leaving the area) ● Face to face contact minimised by seating arrangements ● Numbers able to attend are restricted – leadership aware of capacity and plan in place to ensure limit on numbers. ● Seating arranged to ensure social distancing ● Ventilation improved by opening windows ● Children must stay with parents at all times ● No sharing of toys / books / snacks between other households 	<p>Individual workers (staff/volunteers); Visitors</p>

	<ul style="list-style-type: none"> ● Access to downstairs rooms limited ● No live music or congregational singing ● Offering container on table at a central location ● Procedure to minimise risk in place for counting money ● Communion <ul style="list-style-type: none"> ✓ Prepared by one person ✓ Hands washed / gloves before preparing ✓ Covered until communion time ✓ One way system and social distancing (floor markers) ✓ Individual cups for communion ✓ Cracker in individual portions / cases ● People who are shielding / vulnerable are identified and advised about attendance ● When use of an area has finished then all contact surfaces should be cleaned including handrails, doorplate, handles and lift buttons ● Use a face covering following Government guidance (children over 11 years) ● People advised to bring their own water bottles / drinks – no water / refreshments provided at a Sunday service 	
Working in local vicinity (maintaining 2m distancing)	<ul style="list-style-type: none"> ● Staff and volunteers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace ● Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. ● Avoid 'hot desking' where possible. Individuals can be assigned their own laptop for office use. ● Maintain social distancing measure of 2 metres from each other as much as possible ● Avoid skin to skin and face to face contact ● Stairs should be used in preference to lifts ● regularly washing hands for at least 20 seconds with soap and warm water ● Any health concern to be raised immediately to line management 	Individual workers (staff/volunteers); Visitors
Maintaining building safety during reduced hours	<ul style="list-style-type: none"> ● Air the building where possible to minimise mould spores etc. ● Run all the taps and flush toilets. ● Replace water in drinks boiler ● Report any general maintenance issues ● Rooms thoroughly cleaned before re opening 	Individual workers (staff/volunteers); Visitors
Security threat	<ul style="list-style-type: none"> ● Person monitoring access at outside door to be aware of possible threat ● Person monitoring access at outside door to carry mobile phone with leadership numbers ● Fire alarms tested and working 	

Management

- Please encourage an open and collaborative approach where any issues can be openly discussed and addressed.
- Posters, signs and other communication methods are to be used to inform workers, staff and visitors particularly in terms of social distancing and any other H&S requirements on site.
- Please remind workers and visitors that, in order to minimise the risk of spread of infection, you rely on everyone in the organisation taking responsibility for their actions and behaviours.