

Covid-19 Risk Assessment

Version 4 Produced by Property Support Team	Updated 26 June 2020	Updated link to Safely Using Places of Worship Removing Signing in Register Cleaning section has been moved to separate document to include updates Moved Risk Assessment template to the end Action Plan moved to separate document Added new links for signage Updated Information Section to include Test and Trace Add more links for Further Information
Version 5	Updated 30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

¹Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence.

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

Cleaning

Please refer to the [Cleaning Churches during Covid-19 guidance](#) for further information on cleaning regimes.

Good Hygiene

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. Replace hand dryers with paper towels and bins. Bins should have liners and should be emptied frequently to safely dispose of waste.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
7. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
 - a. [NHS Hand-Washing Technique](#)
 - b. [Hand-Washing Technique \(child version\)](#)
 - c. [DoH Wash Your Hands](#)
 - d. [Follow Catch it, Bin it, Kill it](#)
 - e. [Cover Coughs and Sneezes \(child version\)](#)
 - f. [Compliance with Covid-19 Guidance](#)

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for safe distancing and regular handwashing, which remain the most important actions.

- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.

Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building.
4. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
5. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
6. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.

2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner
- General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Coronavirus outbreak FAQ's: what you can and cant do after 4 July - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>
- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbe

Name & Address of Church	Chesham Methodist Bellingdon Road HP5 2HA	Assessment under taken by David Walker
Area of Building Assessed	Vestibule, Toilets and Sanctuary	Date of Initial Assessments: 10/07/2020 & 20/07/2020 Reviewed – 12th October 2020

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2= Frequently 3= Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Lobby					Leave all front doors and church doors open to reduce unnecessary handling and help air flow Toilet doors wedged open as above Control of queue & instructions Sanitiser in lobby, also near church doors and in the worship area (after review it was decided that more bottles were needed) DW to address A few spare disposable masks for those who are not exempt and have forgotten them	Duty steward Duty steward Welcoming Steward (outside) Duty steward to ensure a few spare masks, sanitiser levels are adequate in right locations Welcoming steward to remind all to use.

					<p>Notice about social distancing</p> <p>2m distancing marked from entrance into church</p> <p>Cleaning – won't take place before Wednesday to give 72 hours space from Sunday service</p> <p>Lobby to be sanitised after service to protect other users</p> <p>Test and trace clipboard and sheet to be placed in lobby after the Sunday service for anyone entering the premises to sign in during the week.</p> <p>The sheet will be kept together with the sheet used on the following Sunday and will be destroyed 21 days after the latest date entered on the sheet</p>	<p>Jill</p> <p>Property steward</p> <p>CMC cleaner</p> <p>Duty stewards</p> <p>Duty steward</p> <p>Duty Steward</p>
Toilets					<p>Two separate toilet blocks in use.</p> <p>Notice reminding people to wash their hands</p> <p>Notice about social distancing</p> <p>Other toilets out of bounds except for disabled toilet which will be available for those who need to use it</p> <p>Cleaning – won't take place before Wednesday</p>	<p>Jill/Ann</p>

					<p>to give 72 hours space from Sunday service</p> <p>Toilets/door handles sanitised to make safe for other users</p>	<p>CMC Cleaner</p> <p>Duty stewards</p>
Church					<p>Congregation advised to go straight into church, keeping social distancing</p> <p>Table with sanitiser and 'Test & Trace' signature sheet. Visitors to leave contact details with steward. Duty steward to take list home and destroy after 21 days</p> <p>Congregation asked to fill front seats first.</p> <p>As there is no easy alternative exit route the back rows will be asked to leave first through lobby.</p> <p>Open fire doors in the church before the service and keep them open (depending on weather) to ensure air flow.</p> <p>Cleaning – won't take place before Wednesday to give 72 hours space from Sunday service - but otherwise as usual as church is only being used once a week on a Sunday.</p>	<p>Duty steward/welcoming steward to advise as necessary</p> <p>Duty steward and Welcome steward</p> <p>Welcome Steward</p> <p>Duty Steward</p> <p>Duty Steward</p> <p>Church cleaning team</p>

<p>During service</p>					<p>Seating – alternate rows to be removed and pairs of chairs (marked out of use) using boundary tape</p> <p>No congregational singing</p> <p>Hymn books and worship books will be left in the back of each seat in front of the occupied seat and will be left there after the service – the books for the front row will be underneath the seat</p> <p>The Peace if used – no physical contact or movement</p> <p>Communion – not to be celebrated for the time being but will be reviewed in due course before communion takes place</p> <p>Congregation to wear face masks unless exempt</p> <p>A plate will be at the door for offerings. Plate is only to be handled by one of those counting the money. Counters to be socially distanced and to sanitise their hands after counting the offering.</p>	<p>Property team</p> <p>Preacher</p> <p>In place by leadership team</p> <p>Minister & communion steward</p> <p>As per guidelines</p> <p>Counters</p>
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Communication					<p>Letter has been sent out to the congregation advising them of aimed for start date sent</p> <p>Communication will be sent to congregation advising them of the above procedures with notices on 16 & 23 August</p> <p>Risk assessment to be on website and on the noticeboard in the lobby</p>	<p>Minister</p> <p>Ann Field</p> <p>Ann Field</p>
Legionella					<p>Toilets flushed and taps run weekly throughout lockdown as advised</p> <p>Testing carried out – results negative</p>	<p>CMC cleaner</p> <p>Property steward</p>
Church car park					<p>It was noted that after services social distancing was not wholly observed in the carpark. Congregation to be reminded</p>	<p>Duty steward before service and minister at end of service</p>
Update after leadership meeting on 12/10/2020					<p>As the weather gets colder social distancing is more difficult in the foyer so it was decided that on a Sunday morning people would enter through the fire doors in the Wesley hall sanitise hands and move on to test and trace table (clean pens in one pot dirty ones in another). Then into church as before.</p>	<p>Steward and welcome stewards</p>

					<p>Outside doors in church would be opened for a while before service and then just cracked open during service to enable ventilation while still keeping warm.</p>	<p>Steward</p>
<p>Updated after Leadership team meeting on 07/12/2020</p>					<p>Communion will be conducted in accordance the communion procedure agreed at this meeting and can be seen below on the webpage</p>	<p>Stewards</p>
<p>21/07/2021</p>	<p>Updated after Covid restrictions lifted</p>				<p>After a meeting with Superintendent minister and Stewards from the Circuit churches. It was the consensus of the meeting that we should proceed with caution as infection numbers generally are rising. Thus we plan that there will no changes to our current arrangements other than that we can now sing!</p> <p>The wearing of masks will be encouraged throughout the service and procedures will be as before. Holy communion will continue to be wafer only for the time being. The coffee shop too will remain closed. With socialising in the carpark.</p> <p>These arrangements will be reviewed in the autumn.</p>	<p>Stewards</p>

01/09/2021	Minor changes made after discussion with stewards				<p>Chairs in the church have been returned to pre Covid arrangement, but social distance still encouraged as is the wearing of masks.</p> <p>Communion will now include wine – taken in a small glass from the table in WH – same procedure as with wafers.</p> <p>Coffee after the service will be resumed on 12/09/2021</p>	Stewards
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