**Covid-19 Risk Assessment**

V3.0 15 May 21. Implemented 18th May.

Government guidance, which has been reviewed, is found at:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#how-the-rules-will-change-on-17-may>

and

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

[~~https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july~~](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july)

And on singing

<https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing>

The FIEC briefing has also been reviewed: <https://fiec.org.uk/resources/the-journey-out-of-lockdown-webinar>

The government guidelines for cleaning have been consulted: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Change control**

V1.0 Initial draft

V1.1 Initial edits incl making face coverings recommended from optional

V1.2 Correcting chat 10 mins to chat 15mins in ‘website notice’. Altering any ‘mask’ to ‘covering’. Simplifying procedure in toilets

V1.3 Adding ‘no creche’. Adding tap/pipe flushing. Editing heading of ‘website sign’ section.

V2.0 Up-issuing as the version in use for first use of building.

V 2.1 Altering face coverings to required except for the preacher. Preacher to be at 3m from congregation. Remain in seats changed to remain in your place (to allow standing during hymns). Added assessment for audio room. Changed offering box out of use to one person handling & cleaning contents. Alter after service chat from ‘from seats’ to ‘at 2m spacing’ to allow different groups to talk. Preacher separation changed from 3m to >2m. Clarifying chairs out of use detail. Altering steward arrival from ‘1010’ to ‘30mins before service’. Made cleaning details clearer.

V 2.2 Correcting a 72hrs to 48hrs in section 4. Altering Steward job details

V2.3 Removal of ‘chat at 2m for 15mins’ replacing with ‘encourage worshipers to leave promptly’ (in RA & notices sections). ‘Facilitate groups to enter one at a time’ replacing ‘wait in alley until called’. Re toilets: ‘Check with steward’ replacing ‘indicate to steward’. Adding ‘or open the door for them’ to Steward jobs (if front door not hooked open in cold weather).

V2.4 Adding singing in separate room. Altering disinfectant mix. Removing a remaining reference to chatting for 15mins.

V3.0 Spacing to 1m+. Permitting singing at normal speaking volume.

**We will take measures to control risk from Covid-19 virus spread by**

1. Providing information
2. Controlling numbers
3. Maintaining distancing
4. Deal with specific cross-infection sources
5. Assisting Track & Trace
6. Cleaning & ventilation

**1. Information:**

* We will provide information on the government guidelines and our rules at time of booking, at the entrance, and in the building. See Notices / Signs below.

**2. Control of numbers:**

* We will effect a booking system and allow only those people to enter

**3. Maintaining distancing:**

* We will confirm attendance booking once we have worked out if we can accommodate.
* We will layout the seats prior to the meeting
* We will allocate seating to keep groups separated by at least 1m or by screens, with face coverings, and not having face to face seating. We are using 1m+ over 2m due to the numbers of people now wanting to attend, and in consideration of the reduction of the ‘alert level’ to 3 and the associated opening up of society.
* We will space the preacher from the congregation by 2m.
* We will have 1m+ mitigations for those staffing the audio room: seated not facing, use face coverings, open window.
* We will manage the flow of people to maintain separation – groups entering and exiting separately
* We will have people remaining in their places during the meeting (exception – toilet)
* We will provide a steward to manage to movement of people (with jobs list/guidance)
* We will inform parents that they must ensure their children follow the rules
* We will not have creche facility

**4. Specific cross-infection sources**

* We will minimise need to touch door handles by holding them open and/or have steward open them
* We will provide hand washing facilities at the entrance and in the toilet; towels will be single use.
* We will keep rooms not in public use out of bounds
* We will not issue hymn books bibles or drinks
* We will allow singing at normal speaking volume (which government guidance says has similar risk to normal speech) and with face coverings.
* We will provide equipment for wiping down surfaces in the toilet
* We will put chairs out of use for 48 hours before use by a different group, and place a notice on them to that effect
* We will take precautions when celebrating the Lord’s Table: individual portions created so people touch only their own portion. Portions will be created by a person with a face covering and having washed hands. Portions will be covered until the moment the person takes the portion.
* We will have one person handling any money in the offering box; we will clean non-paper items and quarantine paper items.
* We will require use of face coverings (except for the preacher)

**5. Assisting Track & Trace**

* We will request name & phone number of those attending

**6. Cleaning & ventilation**

* We will wipe down seats and surfaces before and after the service – see Cleaning, below
* Weather permitting, we will open the hall & toilet windows.

**Implementation**

**Sequence of events & action required:**

**In advance:**

[Provide information - notice on website/booking form – see below]

Attendance requested. Calculate seating possibilities & draw up a seating plan (including routes to toilets) to give 1m or screen separation. Confirm or refuse request. Aim to give preacher 2m distance to congregation as they face the congregation. Face coverings are required, except for the preacher.

Select an ‘aware’ steward & issue with attendees list & seating plan. See jobs list below.

No entry signs on office, kitchen, RH toilet.

Open windows if possible (including toilet).

**Arriving:**

[Provide information - Sign on steps/entrance – see below]

[Sign in side hall (projected?): - see below]

Facilitate groups entering one at a time. Request they wash hands. Steward operate doors & leaves open as long as possible (front door open until all arrived. Inner door left open). Record who has actually attended. Directed to seats.

**During:**

Reminder not to sing & remain in place; Project hymn words. [Information provided – see below ]

Check with steward if want to use the toilet - Steward checks route & toilet is clear, wipes outer door handle after use. Push button soap & paper towels &wipes, in toilet, with sign to instructing to wash hands after use. Use one toilet only (LH). [Provide information - sign in toilets: - see below]

**At end of service:**

We will encourage worshipers to leave promptly at the end of the meeting.

**After:**

Wipe down all door handles, chairs, lectern, hand rails. Sign chairs ‘out of use’ if not to be re-used Sunday evening by same group that used them Sunday morning. Chairs remain out of use for48 hrs (as fabric and wiping might not be fully effective). Swap out chairs for evening service.

**Need to have:**

*Once:* Risk assessment to go on-line. Discuss with congregation / attendees / members what is proposed – seek feedback [at 06 Aug 20, feedback has not raised any problems]. Get a booking system (incl name & phone request – giving = permission - store in PW protected file). [done July ‘20]. Run a smaller-number trial first time [done 19th July ‘20 morning]. As taps have been unused for 4 months, run the taps to defend against legionella [done 11 Jul 20].

*Each week:* A seating planner person. Seating plan sketch. Hand gel in entrance. Paper towels & push button soap in toilets. Wipes in toilet. Spare face coverings if someone forgets theirs. Signs. Pen & paper. Allocate steward & cleaners. Gloves, aprons, disinfectant & jay-cloths. Bin bags for the small bins.

**Steward Job**

* Obtain list of those booked to come.
* Design and have a copy of the seating plan. It is helpful to place names on seats.
* Issue ‘accept’ or ‘reject’ emails
* Be familiar with the system & our rules
* Arrive 30mins before service
* Wipe down surfaces (as per ‘cleaning’ below)
* Set up chairs / name labels
* Hook front door open – close once everyone is there, or open the door for them.
* Keep internal hall door open.
* Be in entrance hall to co-ordinate & ‘police’ rules.
* Allow next group in once first is seated.
* Ask people to wash hands on entry.
* Refuse entry to non-booked people.
* Keep list of attendees.
* If someone wants to go to toilet,
  + check it is vacant and hallway is clear.
  + If possible, wipe toilet door handles & seat / flush button after use (for those that don’t follow the poster in the toilet).

At the end,

* ask groups to leave one at a time, allowing previous group to clear the steps
* Wipe down surfaces (as per ‘cleaning’ below)

**Cleaning**

* If heavy contamination with body fluids wear gloves & apron & goggles. Wash hands after removing PPE.
* Wipe down surfaces with disinfectant solution [0.5 cap full of disinfectant to 2 mugs of water or 1:4 (with current products)]. Wipe: toilets seats & flush button, taps, soap bottle, light switches, door handles, door edges, toilet grab rails, porch hand rails), chairs that will be / have been used. Label chairs that need quarantine and stack them out of use. Beware of brushes causing a spray.
* Empty bins.

**Signs / notices**

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| **Notice on Website booking form and/or attendance confirmation email**  (These items will be encountered by a person going through the booking process, at one point or another.) |
| You must request if you would like to attend  Government advice to those shielding are to not attend  Wait for confirmation that there is space for you  Do not attend if you receive no booking confirmation, or if symptomatic (high temperature, a new, continuous cough and a loss or change to your sense of smell or taste), or if isolating  You must agree to follow the instructions given to control infection.  You should be aware that you face might be visible on the UTube broadcast (live & after),  We would like your permission to record your attendance (possibly by photograph) & retain your name & phone number for 21 days for track & trace purposes, in line with Dept of Health guidelines.  You must ensure any children with you also comply with the rules. There will be no creche facility.  On the day   * Face covering are required, except for the preacher. * You will be seated in family groups with 1m spacing, not facing each other, or screens between groups * Hymns will be projected; you may sing at normal speaking volume. * We will not be giving out hymn books or bibles, drinks will not be available: bring your own. * Arrive before 1020 * Keep 2m distances in the alley as you arrive & leave * You will be asked to wash your hands upon entry * You will be allocated & directed to your seats. * Remain in your place throughout the service * Avoid using the toilets. If you need to, indicate to steward who will let you know if it is free. * At the end, you should leave promptly. * Once outside, you are back under government rules for groups in the open   Additional information & remainders will be given when you arrive. |

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| **Sign at entrance** |
| Do not enter if you   * Had no booking confirmation from us * Have Covid-19 symptoms (high temperature, a new, continuous cough and a loss or change to your sense of smell or taste), or * if isolating   Wait in alley until called in by steward, then  Please wash your hands when you enter, and sit in the seats as directed.  Face covering is required |

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| **Notice in the hall (projected on wall?)** |
| Please remain seated.  The kitchen, office & right-hand toilet are out of bounds.  Please avoid touching anything in the building  Avoid touching your face; cough into your elbow.  If you need the toilet please indicate to the steward who will check that the way is clear  Please sing only at normal speaking volume.  Don’t speak loudly.  Smile! You might appear on UTube  At the end of the service, you will be asked to leave promptly.  Once outside you are under the government guidelines for open spaces. |

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| **Sign in toilet** |
| When you are done, please wash your hands, using towel to turn off tap and open door. |

Howard March