

**Streetly Evangelical Church**

**Use of premises for gatherings after COVID 19 shut down**

**Risk Assessment**

**The purpose of this Risk Assessment is: -**

1. To prevent the spread of Covid 19 by reducing or controlling potential risks.
2. To promote the safety of individuals attending Streetly Evangelical Church.
3. To comply with government guidelines for places of worship.

**Risk: Coronavirus entering the premises and potentially infecting users of the building**

**People at risk: Leaders, members, attendees, contractors, cleaners**

<b>Control Measures</b>	<b>Additional information</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>
<b>Ask everyone symptomatic not to attend</b>	<b>Clear information given to people expected to attend prior to reopening. The same information will also be available on the Church Facebook page and website. Short talks will continue to be available via Facebook, YouTube and can be accessed via a link on the church website. Zoom meetings will continue to take place on Tuesday evenings and on Sunday mornings if there are those who are unable to attend in person who can access Zoom.</b>	Y	CM TW CF DT
<b>Ask anyone who has been in contact with anyone with Coronavirus or symptoms of Coronavirus not to attend.</b>	<b>Clear information given to people expected to attend prior to reopening). The same information will also be available on the Church Facebook page and website. Short talks will continue to be available via Facebook, YouTube and can be accessed via a link on the church website. Zoom meetings will continue to take place on Tuesday evenings and on Sunday mornings if there are those who are unable to attend in person who can access Zoom.</b>	Y	CM TW CF DT

<p><b>All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.</b></p>	<p><b>Clear information given to people expected to attend prior to reopening. The same information will also be available on the Church Facebook page and website. Short talks will continue to be available via Facebook, YouTube and can be accessed via a link on the church website. Zoom meetings will continue to take place on Tuesday evenings and on Sunday mornings if there are those who are unable to attend in person who can access Zoom.</b></p>	<p>Y</p>	<p>CM TW CF DT</p>
<p><b>Verbal symptom checks on entry</b></p>	<p><b>Steward/ site manager to ask each person before entry if they are experiencing or have recently experienced COVID symptoms.</b>  <b>The main COVID symptoms are:</b></p> <ul style="list-style-type: none"> <li>• <b>A new and continuous cough</b></li> <li>• <b>A high temperature</b></li> <li>• <b>A loss of/ or change in their normal sense of taste</b></li> </ul>	<p>Y</p>	<p>CM TW CF DT Door steward</p>
<p><b>Everyone to use hand sanitiser or wash hands thoroughly on entry to the building</b></p>	<p><b>A hand sanitiser stations will be positioned in the foyer. There will be steward in the foyer.</b></p>	<p>Y</p>	<p>CM TW CF DT</p>
<p><b>Display posters asking people with symptoms not to enter the building.</b></p>		<p>Y</p>	<p>JM CM</p>
<p><b>Social distancing measures (2 metre rule) to be maintained at all times, including the arrival and departure of the venue.</b></p>	<p><b>Posters and signs emphasising the 2m rule will be on display and well as markings showing 2m distances in key areas including outside the entrance (to show people where to stand if they have to wait to go in). Congestion must be avoided in the entrances, vestibule, aisles, toilets areas or exits. It may be necessary to wait in a socially distanced queue within the church premises until safe to proceed. Entry times can be staggered if needed. Service leaders/ secretary to remind people of the importance of social distancing.</b></p>	<p>Y</p>	<p>CM TW CF DT Door steward</p>

**Risk: Transmission of Coronavirus to an individual direct from infected person**

**People at risk: Leaders, members, attendees, contractors, cleaners**

Control Measures	Additional information	Control in place (Y/N)	Person Responsible
Suitable social distancing policy in place (1m+ with mitigation including the wearing of face masks)	People to be seated side by side facing the front and not facing each other.	Y	CM DT TW CF
No physical contact between persons from different households/bubbles	<p>People to be advised to go promptly to their seats after arrival and not to mingle with those from different bubbles/households.</p> <p>People to be advised to move on promptly after services have been completed, to minimise risk and spread of infection.</p>	Y	CM DT TW CF Door steward Site manager
All attendees required to wear a face covering	<p>Disposable face coverings will be available on entry. In line with government guidelines certain groups of people will not be expected to wear face coverings:</p> <ul style="list-style-type: none"> <li>• anyone under the age of 11</li> <li>• those with disabilities or certain health conditions, such as respiratory or cognitive impairments that make it difficult for them to wear a face covering</li> </ul> <p>Spare face coverings will be available on entry. Posters will reinforce the fact that face coverings will be required. The person speaking in the service including charring, reading etc will be able to remove their face covering.</p>	Y	CM DT TW CF
One-way system of flow through building to avoid pinch points	A one-way system will operate to avoid the need to 'pass' other worshippers. Worshippers will come through the main entrance on arrival. Signs and floor tape will be in place. The steward(s) will direct worshippers to seats in accordance with the one-way system. Worshippers will leave by the opposite door. Site manager will direct people on where to sit when needed.	Y	CM DT TW CF

<b>Areas marked out of bounds where appropriate</b>	<b>The kitchen and front classrooms will be out of use. Signs and tape will be used to show this. Only one cubicle will be in use in the female toilets and the urinals in the men's toilet area will be out of use.</b>	Y	CM DT TW CF
<b>Windows to be opened where and when needed to improve ventilation</b>		Y	CM DT TW CF
<b>Seating arrangements adapted for social distancing</b>	<b>To enable the 1-metre plus social distancing rule to be always observed during the services the chair are to be spaced appropriately. The congregation will be seated facing the front. To enable optimum seat use, seats will be allocated by a steward at each service. Households will be asked to sit together.</b>	Y	CM DT TW CF
<b>Capacity monitored and booking system used if needed</b>	<b>Elders to ascertain who is likely to attend. Facebook and the website notices to encourage people to ring/ email to book a place. A limit of 40 to be adhered to, based on how many can be seated in the Church a socially distanced way.</b>	Y	CM DT TW CF
<b>No singing chanting or loud responses during services</b>	<b>People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets. Spoken responses</b>	Y	CM DT TW CF
<b>Signage in place to remind people of safe practices</b>		Y	CM DT TW CF
<b>Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.</b>		Y	CM DT TW CF Site manager Door steward
<b>Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.</b>	<b>Designated site manager to ensure this. People encouraged to move on promptly at the end of services. Service leader/ person doing the notices to emphasise during services.</b>	Y	CM DT TW CF Site manager

			Service leader Secretary
<b>Provisions to be made if needed for individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories.</b>		Y	CM DT TW CF
<b>Air conditioning/ cold air fans not to be used.</b>		Y	CM DT TW CF
<b>People to be encouraged to follow the government guidance on hand hygiene.</b>	<p><b>Posters in the building display the government guidance on handwashing.</b></p> <p><u><b>Government Guidance on hand hygiene</b></u>  <b>Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas.</b></p> <p><b>When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.</b></p> <p><b>Posters to be used.</b></p>	Y	CM DT TW CF
<b>Services to be short.</b>	<b>To begin with there will be one in-person service a week on a Sunday that lasts no more than 45 minutes.</b>	Y	CM DT TW CF
<b>Keep Register of attendees with contact details.</b>	<b>Register to be completed by site manager on entrance to the main Church. People to be asked for consent for their contact details to be recorded.</b>	Y	CM TW CF DT Site manager.

**Risk: Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)**

**People at risk: Leaders, members, attendees, contractors, cleaners**

Control Measures	Additional information	Control in place (Y/N)	Person Responsible
<b>Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)</b>		Y	CM TW DT CF Door steward
<b>Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.</b>		Y	CM TW DT CF Cleaner(s)
<b>No passing of collection plate/bag and collection not counted for 72 hours after service.</b>	<b>Wherever possible, people to give using direct debit. There will be a receptacle available that is set in one place and handled by one individual, as opposed to be passed around. Gloves to be used to handle cash offerings.</b>	Y	CF
<b>Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit), posters etc.</b>		Y	CM TW DT CF Cleaner(s)
<b>Building not used again for 72 hours and building thoroughly cleaned between uses</b>		Y	CM TW DT CF Cleaner(s)

<p><b>No serving of food and drink items prior to, during or after the service (with the exception of items relating to Communion, see below).</b></p>		Y	CM TW DT CF
<p><b>Communion items to be distributed in way that means only the people receiving them touch them directly.</b></p>	<p><b>Communion bread to be distributed by an individual wearing gloves using tongs at arm's length. Wine to be in individual receptacles that can be disposed of by the individual at the end of the service (a bin will be provided). Individuals will be able to indicate with their hand if they would prefer not to partake of these items.</b></p>	Y	CM TW CF DT Stewards
<p><b>No distribution of Bibles or other books – attendees encouraged to bring their own and take them away with them.</b></p>	<p><b>If needed verses will be displayed on the screen.</b></p>	Y	CM TW DT CF
<p><b>Reusable and communal resources such as cushions, service sheets, religious texts and devotional material will be removed from use.</b></p>	<p><b>Single use alternatives of service sheets/ devotional material may be provided when needed, as long as they are removed and disposed of by the worshipper.</b></p>	Y	CM JM
<p><b>Microphones and other equipment kept to a single individual</b></p>		Y	CM TW DT CF Sound operator
<p><b>Regular cleaning to take place, focusing on frequently surfaces.</b></p>	<p><b>A deep clean is to take place by a professional cleaning company. All surfaces, especially those most frequently touched such as door handles and rails, will be regularly cleaned using standard cleaning products. See guidance. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces will be given particular attention when cleaning. Cleaning to take place after each service.</b></p>	Y	CM TW CF DT Cleaner(s)

Young children to be supervised by their parent or guardian.	Children will stay in the service with their parents/guardians rather than going to separate activities. There will be content in all services that is particularly aimed at children.	Y	CM TW CF DT
Shared facilities for children to be taken out of use.	Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use.	Y	CM CF TW DT

**Risk: Transmission of Coronavirus to an individual via toilet facilities**

**People at risk: Leaders, members, attendees, contractors, cleaners**

Control Measures	Additional information	Control in place (Y/N)	Person Responsible
Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.		Y	CM CF DT TW Cleaner(s)
Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.		Y	CM CF DT TW Cleaner(s)
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Clear instructions displayed on posters.	Y	CM CF DT TW Cleaner (s)
Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Cleaning schedule	Y	CM TW CF DT Cleaner(s)
Children under 11 to be accompanied to the toilet		Y	CM TW CF DT

**Risk: Transmission of Coronavirus to an individual via contaminated waste**

**People at risk: Leaders, members, attendees, contractors, cleaners**

<b>Control Measures</b>	<b>Additional information</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>
<b>Everyone asked to take waste home with them if possible</b>		Y	CM TW CF DT
<b>All waste to be assumed contaminated and handled appropriately</b>		Y	CM TW CF DT
<b>All waste handled with protective gloves.</b>		Y	CM TW CF DT
<b>All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.</b>		Y	CM TW CF DT Cleaner(s))
<b>Lidded bins operated by foot-pedal to be provided</b>		Y	CM JM
<b>Keep records of who has carried out cleaning and the tasks completed</b>		Y	CM CF TW DT Cleaner(s)