

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
Version 6	Updated 6 July 2020	Added link to TMCP guidance on Test and Trace Added link for revised Covid-19 Compliance sign

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](#).

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 \(revised\)](#)

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. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to TMCP's [Guidance on Test and Trace](#) for further information and templates.
2. Decide what people need to know so they can use the building safely.
3. Decide the best way to pass on information and guidance to those using 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-wellbeing

Name & Address of Church	St John’s Methodist Church, Woodside Road, Amersham HP7 9EF	Assessment under taken by Keith Hailey, Ann Cloke, Terry Stone
Area of Building Assessed	Vestries; Wesley Room; Main hall; Fishbowl; Youth Hall Corridors and toilets Entrance doors	Date of Initial Assessment 23 July 2020 Date to be Review prior to first use: amendments to 25 August 2020 in italics, amendments to 8 September 2020 in green Further amendments made on 14 September re numbers in groups Further updates on who can meet 22 September

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>

<p>Passage ways Spaces by doors Entrances and exits</p> <p>Room users unless properly spaced</p> <p>Washing and toilet facilities</p>	<p>Any church member or room user on Sunday or during the week</p>	<p>Not quantifiable</p> <p>Could be on any occasion that people are in the building</p>	<p>Could be 3</p>	<p>6-9</p>	<p>Church members will use back door if using rooms etc; otherwise groups will be allocated entrance and exit doors so that they do not cross. One group should finish before the next comes in.</p> <p>No congregating in the corridors or by doors</p> <p><i>2m distancing to be marked by entrances and in corridors</i></p> <p>Vestries will be used only by stewards, communion stewards and leader of worship; and our cleaner</p> <p>Wesley Room: keep 2m social distancing; open windows for air circulation; users will wipe bench top, tables and chairs after use; <i>some chairs moved to give more space</i></p> <p>Kitchen and equipment not being used for time being; people to bring own water bottles</p> <p>Main hall: observe social distancing; open windows for air circulation; users to wipe stage edge; wipe arms of seating; wipe tables; groups will enter by car park door, exit by fishbowl.</p> <p>Fishbowl: hand sanitiser at entrance; 2m</p>	<p>Bookings administrator will inform groups; congregation will be informed - steward</p> <p><i>Signage is in now in place</i></p> <p>Note on vestry door and note to congregation; <i>note is on the door</i></p> <p>In Wesley Room signage and notification to users</p> <p>Terry to inform bookings administrator who will tell user groups; notes to congregation; Keith Hailey - signage in main hall</p> <p><i>Check who cleans</i></p>
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