

Covid-19 Risk Assessment - gathering in the church building and surrounding premises (Sunday meetings) 4th July 2020 onwards

This risk assessment concerns managing risk for Sunday meetings - church building and surrounding premises

It is based on advice given in Guidance COVID-19: Guidance for the safe use of places of worship from 4 July [Updated 17th July 2020]
<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>

Name of church Woodgreen Evangelical Church
Address Hastings Drive Worcester WR4 0SR
Areas of building assessed Foyer, toilets, Main Hall, Rec Hall, outside areas
Assessment undertaken by Martyn Walley (Covid Officer)
Date of initial assessment 30th June 2020

This risk assessment was agreed by the Managing Trustees of Woodgreen Evangelical Church on 21st July 2020.

The risk assessment is underpinned by the following considerations:

- Identifying which activities or situations might cause transmission of the virus.
- Thinking about who could be at risk.
- Deciding how likely it is that someone could be exposed.
- Removing potentially harmful activities or situations, or, where this is not possible, seeking to control risk.
- Tracking incidents in an accident logbook in accordance with the Woodgreen Church Health and Safety Policy.

Woodgreen Evangelical Church is committed to operating in a way that is responsible, appropriate and safe for all those who wish to meet to worship. This risk assessment seeks to adhere to all current guidance provided by the Government for the safe use of places of worship during the pandemic. The following measures are the practical steps taken to require this to happen and will be in place before the building opens and meetings re-commence. All members and attendees for whom contact details are available will be sent details of the new arrangements prior to opening, to enable them to conform to the changes.

Measures will be communicated as follows: Clear information to be posted throughout the building. All members and regular attenders to be sent a copy of this risk assessment and the Woodgreen Community Agreement. These documents to be available on the church website. Attendees to be reminded of the importance of social distancing and hygiene by service leaders. Reminders and instructions to be included in pre-service power point slides. Reminders and further instructions as necessary to be included in 'church matters'.

Risk	Measure to avoid, minimise or reduce risk	Practical measures (what, who when?)
Spread of virus through aerosols.	<ul style="list-style-type: none"> • Effective levels of ventilation to be maintained throughout each service through use of open windows and doors. • All noise to be maintained at a level that allows for normal conversation. Voices not to be raised. Singing not to be included in services. Recorded music to be kept at reasonable volume and attendees asked not to sing along. • All seating to face forwards towards the stage. • Tissues to be provided throughout the building to enable people to catch coughs and sneezes. Bins placed throughout building. • Leader/speaker to be positioned well back on the stage. Leader/speaker not to be required to wear face covering during meeting. • If live music is provided: No 'blown' musical instruments to be used with only one singer leading. • All attendees age twelve and older are asked to wear a face covering. 	<p>Welcome Steward (WS) opens adequate windows / doors at 5:30pm—in line with Welcome Stewards' Schedule (WSS).</p> <p>Actively encouraged by service leader. Included in Woodgreen Community Agreement (WCA).</p> <p>Seating - see below.</p> <p>COM to ensure adequate supply and ongoing emptying of bins.</p>
Spread of virus through touching of surfaces.	<ul style="list-style-type: none"> • Hand sanitiser to be available upon arrival and at various points throughout the building. All attendees to sanitise (or wash hands for 20 seconds if toilet is used - although using toilets is to be avoided if at all possible) upon entering the building. • Doors to remain open where possible to minimise the need for people to touch door handles (balanced against the relevant fire safety measures). • Chairs or other furniture not to be moved after each meeting - everything to remain in place. • Hand dryers and paper towels / 'open' bins to be available in all toilets. • Door handles and handrails, as well as other commonly used surfaces such as tables to be disinfected after each meeting. • Access to the building by members of the church community to be minimised outside of meeting times to reduce spread of infection. • The building to be thoroughly cleaned after the meeting. 	<p>Hand sanitiser stations at entrance and outside toilets. Stewards to monitor carefully that everyone uses. In WCA.</p> <p>WS opens all doors at 5:30pm, in line with WSS (gloved hands).</p> <p>COM ensures that adequate paper towels are available at all times. 'Instructions' re toilets included in WCA.</p> <p>Building locked up by WS according to WSS. Any surfaces that may be touched by Staff Team first thing Monday to be sanitised (alarm, front door handle) before leaving. Cleaner deep cleans toilets/foyer area Monday morning and main hall later in the week (after 72 hours quarantine).</p>

<p>Spread of virus through shared/ transferred objects.</p>	<ul style="list-style-type: none"> Attendees to bring their own Bibles and the Bible readings to be projected on the screens. Church offerings to continue electronically or, where necessary, to be put in a sealed envelope and deposited in a clearly designated box at the back of the church - to be dealt with by a designated steward. Cash giving to be discouraged. No food or drink to be served on the premises. Attendees to be encouraged to bring their own water. Microphones used for open prayer are not touched by users at any point. Sharing communion not to take place at 'physical' services at present. 	<p>Instruction in WCA.</p> <p>Instruction regarding in WCA. WS puts out clearly marked receptacle in designated place and same steward removes to church office before locking up, in line with schedule.</p> <p>Instruction regarding in WCA. Sign on kitchen clearly indicates no entry. Spare water bottles stored for emergency – Ws have knowledge of.</p>
<p>Spread of virus through inadequate social distancing.</p>	<ul style="list-style-type: none"> Attendees not from the same household (or agreed 'household bubble') to remain two metres apart at all times. Number of attendees limited through booking system. Chairs to be arranged into rows with 2m spacing and actual seating for each service clearly indicated on these by row/seat numbering with three empty seats between groups. Walkways to provide 2m spacing. Ws to regulate and manage entrance and exits including socially distanced queuing if necessary. Entry to be through front of church, exit through front fire door. Drawn-up seating plan to be sent to all attendees in advance. Ws to monitor people going to correct seats. Ws to oversee socially distanced use of toilets. Attendees to avoid use of toilets if at all possible. Attendees to leave meetings a row at a time. Conversations in the car park or other areas of the church building to be kept to an absolute minimum. Young children (up to and including school Y2) not to attend meetings at present. Children and young people to be strictly supervised by their parents/carers. Children and young people to sanitise their hands on arrival and stay with parents/carers. 	<p>Contained in WCA. Clear signage</p> <p>'Booked' attendees admitted (WS monitors using ChurchSuite on an iPad). Front door closed as meeting starts. If unexpected visitors (e.g. from local community) would like to attend, WS makes enquiries re personal and 'household' symptoms and records names and contact numbers. Small number of unoccupied seats kept as a contingency.</p> <p>Details in WSS.</p> <p>Request in WCA. Ws operate one in, one out system.</p> <p>In WCA</p> <p>In WCA. Ws monitor. Request re families staying together made by church leaders.</p>

	<ul style="list-style-type: none"> • Ws to seek to maintain a social distance of 2m from attendees at all times • Baptism by immersion not to take place at present. 	In WSS
Spread of virus / illness due to inappropriate attendance	<ul style="list-style-type: none"> • Any individual who is symptomatic, or who is in a household or household with someone who is symptomatic should not attend and should follow Government guidance. • Attendees to have previously booked online. Except for visitors from the local community, only those who have booked to be admitted to the meeting. • Those over aged over 70 years to be advised as per Government guidance to desist from attending at present. • Those shielding not to attend as per Government guidance at present. • Those who have received notification via the NHS 'track and trace' app should stay away unless they have received a negative test result and are following Government guidance. 	<p>In WCA.</p> <p>See above. In WCA.</p> <p>Booking system will enable monitoring of this.</p>

Additional actions:

- Meetings to be kept to one hour maximum.
- Attendees leave the premises/car park as quickly and safely as possible in an organised and orderly way.
- Accurate record of every attendee to be kept for twenty-one days (ChurchSuite) after each service in order to assist with NHS Test and Trace should that prove necessary.