### Covid-19 Risk Assessment

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| **Name & Address of Church** | **Wellspring Church, Wirksworth** | **Assessment undertaken by David Butlin** |
| **Area of Building Assessed** | **Church Building (Sanctuary)** | **Date of Initial Assessment 20/07/2020**  **Document revision history – See end of document**  **Latest updates in red** |

| **Hazards/Risks**  *Think about the areas where contact takes place* | **Persons Affected**  *Think of anyone who comes in contact* | **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**  *Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 \*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.* | **Action Plan**  *What needs to be done and by whom?* |
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| Section 1: General Covid-19 Risks | | | | | | |
| Infection via airborne virus | Anyone in the building | 3 | 3 | 9 | Government guidelines to be followed on guidance from the Methodist Church (owners of building) | Risk assessment will be adapted as guidance changes |
| Test and Trace | Anyone in building | 3 | 3 | 9 | There is no requirement for churches to keep a register of those who attend services, but in line with other government guidance for other venues we are advised to keep an accurate temporary record of visitors for 21 days, in a way that is manageable for our church, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks. A government Test and Trace QR code will be displayed in a prominent position. | BW will keep central list for 21 days. Stewards / group leaders will be responsible for passing on information about attendees to BW.  Trustees will follow up any contact from Test and trace and implement any actions demanded by them in a timely manner. |
| Individuals aged 70 years and over or self-isolating | Anyone in building  Cleaning team | 3 | 3 | 9 | Everyone must be made aware of Government guidelines on keeping over 70’s safe before joining in worship or volunteering. | A list of guidelines will be published outlining the Churches actions to comply with Government guidelines and attendees’ responsibilities to follow the instructions. A walkthrough audio will be issued to accompany the guidelines. |
| People showing symptoms | Anyone in building | 3 | 3 | 9 | People showing symptoms should not attend.  Anyone taken ill on site should be looked after as per Government guidelines (isolate and call emergency services line). Test and trace will be used to self-isolate those in contact. Always maintain 2 metres between people. | It is the attendee’s responsibility to self-isolate in the event of displaying symptoms  The stewards will be trained to deal with anyone displaying symptoms during an event. |
| SECTION 2: Risks / issues in preparing to reopen the Church Building for the first time | | | | | | |
| Confirming building Safety after shutdown | Anyone entering the building  Cleaning team | 2 | 3 | 6 | Perform the Methodist church Re-opening a Building Checklist. This should be completed by the Trustees and any actions required should be completed before allowing any cleaning of the Church ready for re-opening. | Complete the Methodist Church checklist, “Re-opening a building checklist”  KP and JP to undertake during w/c 3/08/2020 – Done (Legionella test booked for 18/08/2020) |
| Cleaning of Church before reopening | Cleaning team  Anyone entering the building | 2 | 3 | 6 | Cleaning Churches during Covid-19 (The Methodist Church) states, “When reopening the building for the first time, a deep clean for Covid-19 is not necessary but a normal clean is recommended.” | Volunteers have been identified |
| Cleaning of Church before reopening  General safety | Cleaning team | 2 | 3 | 6 | All cleaners should always keep good personal hygiene, making use of hand washing facilities and sanitiser.  Lone working is to be discouraged, especially among the cleaning team due to the potential for accidents. Anyone else undertaking lone working in the building should inform someone of their intention to enter the building before doing so.  Anyone using the building must keep socially distanced or wear the appropriate PPE. The Methodist Church Guidelines indicate this should include a face covering to follow the latest government advice (8/8) | Volunteers will be made aware of safe working practices and be provided with the relevant PPE and given instruction on how to use and dispose of it.  All current safety guidelines about lone working and use of ladders and the lift will be explained. |
| Cleaning of Church before reopening.  Social Distancing | Cleaning team | 2 | 3 | 6 | The cleaning team should exercise social distancing wherever possible.  If this is not possible, they should wear a face covering and other personal protective equipment (PPE) as necessary. | Gloves and other used PPE should be bagged and taken home for disposal as there is not a rubbish collection from Church. |
| Cleaning of Church before reopening  Use of Personal Protective equipment (PPE) | Cleaning team | 2 | 3 | 6 | PPE should be worn to protect the cleaner as required either by social distancing rules or the manufacturer’s instructions on cleaning products.  Gloves and masks are potentially contaminated so in order to control the risk of cross contamination from the gloves they should ideally be bagged as contaminated waste as they are removed and the hands sanitised immediately after this in case there has been any transfer from the outer surface of the gloves whilst they are being removed. The bagged gloves can then be taken home safely and disposed of as general waste. | For PPE to keep the user safe it must be fitted properly. Therefore, the cleaning team will be shown how to use the relevant PPE.  RF will source all PPE and other necessary items. |
| Cleaning of Church before reopening  Safe use of cleaning materials | Cleaning team | 1 | 2 | 3 | The manufacturer’s instructions and COSHH assessment must always be followed | The cleaning team will be reminded to use all chemicals following the manufacturer’s instructions |
| **SECTION 3: Ongoing cleaning after Re-opening** | | | | | | |
| Signing in | Building users | 2 | 2 | 4 | Anyone entering the building should sign in using the sign-in sheet in the foyer at the top of the stairs |  |
| Ongoing cleaning after reopening | Whole Church  Cleaning team | 2 | 2 | 4 | Cleaning Churches during Covid-19 (The Methodist Church) states, “If there are 72 hours between groups using the building, then cleaning for Covid-19 is not required.” | If we only open for Sunday Worship, then a normal cleaning rota will suffice. |
| Ongoing cleaning after reopening.  Weekly clean | Whole Church  Cleaning team | 2 | 2 | 4 | The cleaning team will conduct a thorough clean once a week and in-between the church being used if it is less than 72 hours after the last event. | We will limit the use of areas so that there are sufficient gaps between users to enable the cleaning team to undertake normal cleaning. |
| Ongoing cleaning after reopening.  Toilets | Whole Church  Cleaning team | 2 | 3 | 6 | Ensure toilets are kept clean, use liquid rather than a bar of soap, and where possible, provide paper towels as an alternative to hand dryers in hand washing facilities. If regular cleaning of toilets is challenging, you may need to think about shutting them or limiting access. Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Toilets will be labelled for use by people in an area. The disabled toilet will be used by people using the sanctuary and one other labelled for people using the downstairs hall. |
| Ongoing cleaning after reopening.  Cleaning surfaces and touch points | Whole Church  Cleaning team | 2 | 2 | 6 | If the church building has been closed for 72 hours between periods of being open, then there is no need for cleaning. If 72- hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray. (Gloves used for cleaning are potentially contaminated, see Cleaning of Church before reopening. | When building usage is known the cleaning team will be told when they can perform their cleaning duties. |
| Cleaning chairs | Whole Church  Cleaning team | 2 | 3 | 6 | The fabric chairs should not be used unless they can be left for at least 72 hours before their next use (as they will be difficult to sanitise). | If chairs must be used before the 72-hour mark, then they should be sprayed with a recognised disinfectant spray. |
| SECTION 4: Use of building for Worship | | | | | | |
| Cleaning | Whole Church  Stewards | 2 | 3 | 6 | All surfaces that are regularly touched should be sanitised before people are allowed into the building for a service. These should include all door handles, light switches and handrails | We will provide anti-viral cleaner and wipes for steward to use. |
| Training of stewards | Stewards | 1 | 1 | 1 | Steward should be trained in all aspects of this risk assessment and made aware of their responsibilities to make sure we obey all Government guidelines and keep people using the building safe. | Before re-opening it will be decided where stewards should be in place and what their responsibilities are.  DB to train and JF to obtain volunteer stewards.  Done 13/09/2020 |
| Toilets | Whole Church | 2 | 3 | 6 | The toilets should be checked before people can enter the building.  Check that there   * are sufficient hand towels * is hand sanitiser available * are anti-bacterial wipes available so that the user can wipe the seat, cistern handle and door after use * there is a bin with bag insert for disposal of wipes   Social distancing should be maintained while queuing.  If people use the handrail on the stairs then it needs to be wiped after use with anti-bacterial wipes. | Signage to be provided. See above for toilets to be re-opened. |
| Social Distance | Whole Church | 2 | 3 | 6 | There should be a strict adherence to social distancing of at least 2 metres between individuals / household bubbles. | Signage to be provided at pinch points and building entrances.  Steward to monitor |
| Use of masks | Whole Church | 2 | 3 | 6 | From 8 August, face coverings will be mandatory. They should be worn during worship or larger gatherings to help reduce the spread of the virus. However, face coverings should not be a substitute to other measures such as social distancing and good hygiene. We need to be mindful that there are valid exemptions for some individuals and groups to not wear a face covering. | It is the responsibility of the attendee to source their own face covering but a supply should be available in case anyone forgets. |
| Queuing to enter the building | Whole Church  Stewards | 2 | 3 | 6 | Members of the congregation should be advised to maintain social distancing while waiting to enter the Church building. | Steward to monitor |
| Entry to the Church building | Whole Church  Stewards | 2 | 3 | 6 | People to be asked to enter the building by the small door and then up the stairs. Stewards will ensure that only one person / household are on the stairs at one time. They should then go immediately into the sanctuary. No one should leave the sanctuary while people are entering.  If people use the handrail then it should be sanitised before the next person can use the stairs. | Steward to monitor |
| Exit from the Church building | Whole Church  Stewards | 2 | 3 | 6 | People to be asked to leave the building by the main doors. People will be asked to leave at different times to ensure social distancing. If people need to re-enter the Church, it should be by the side door as directed by a steward.  If people use the handrail then it should be sanitised before the next person can use the stairs. | Steward to monitor |
| Use of lift | Lift users  Stewards | 3 | 3 | 9 | The use of the lift should be discouraged but where necessary it should only be used by one person / household at a time. All buttons and doors should be sanitised after each use. It is recommended that a face covering is used when using the lift to protect other users. | Steward to monitor |
| Maximum number in building | Whole Church | 2 | 3 | 6 | The main Sanctuary should be set out to maintain social distancing, allowing households to sit together. | Kevin / trustees to set out Church to ascertain the total number allowed under 2 metre social distancing.  KP and SW to set up chairs considering social distancing and indicate total number of people allowed to attend  Done 5/8 Total attendance is 20 people including preacher and worship leader |
| Service leader / preacher | Whole Church  Service leader | 1 | 3 | 4 | The service leader / preacher should use the lectern in its usual place and not move closer to the congregation or the worship leader.  Service leader, worship leader and readers do not need to wear face covering while leading. Face coverings must be worn at other times. | Preacher |
| Worship leader / musician | Whole Church  Worship leader | 1 | 3 | 4 | Should use the piano in its normal place and not move closer to either the preacher or congregation.  Service leader, worship leader and readers do not need to wear face covering while leading. Face coverings must be worn at other times. | Worship leader |
| Singing and responsive elements | Whole Church | 3 | 3 | 9 | At present congregational singing is NOT allowed. Music is allowed except for wind instruments and pre-recorded songs and videos are allowed.  The congregation must be reminded NOT to sing to any music played.  Service leaders can sing provided adequate social distancing is observed  Any responses (e.g. The Lord’s Prayer) should not be in a raised voice. | Service leader / Worship leader. |
| Communal Bibles / Service sheets | Whole Church | 3 | 3 | 9 | No bibles or song books should be given out. If notice sheets are available, then they should be collected by the user from a central point. | Bibles and hymn books will be removed so they cannot be used.  Stewards to monitor |
| Use of A/V equipment | Whole Church | 1 | 3 | 4 | The use of A/V equipment is encouraged. However, each piece of equipment should be set up by one person so there is no cross contamination.  Microphones should only be used by one person. If a member of the congregation reads or prays it should be from their seat unamplified.  All switches and microphones should be wiped down with an anti-bacterial wipe. | Preacher / musician / steward |
| Communion | Whole Church | 2 | 3 | 6 | Holy Communion is allowed but it must be performed following the document “Holy Communion: Responding Pastorally in the light of Covid-19”  Face masks may be removed while partaking in the elements but must be replaced afterwards. | KP to decide how best to hold communion services. |
| Collection | Whole Church | 1 | 3 | 6 | The advice given by Rob Few on lockdown should continue and ways of giving other than the collection plate encouraged. If a plate is used, then it should not be passed around, but people asked to put their collection in the plate as they leave the building. The money should be left on the plate and placed in the safe for at least 72 hours before being counted. | Service leader / Rob Few |
| Refreshments | Whole Church | 3 | 3 | 9 | Refreshments can only be served at tables if a café is included in the church building. Therefore, we cannot serve refreshments | No refreshments to be served |
| SECTION 5: Good Hygiene | | | | | | |
| Hand washing facilities | Whole Church | 2 | 3 | 6 | Provide hand sanitiser at entry door and door to sanctuary. | RF to source. |
| Sneezing / coughing in the building | Whole Church | 3 | 3 | 9 | Have hand tissues available in the building and ask people to take away with them. | RF |
| Increase awareness of good hygiene | Whole Church | 1 | 3 | 4 | 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 | RF |
| SECTION 6: Future actions | | | | | | |
| Review | Trustees | 3 | 3 | 9 | This risk assessment will be updated in line with all guidelines received. The trustees will meet fortnightly or as soon as possible if needed) to assess the risks associated with keeping the building open. | Trustees |
| Future closure | All | 2 | 3 | 6 | Should the government announce a new lockdown the Trustees will follow government guidance as to whether to keep the building open for worship and other activities. | Trustees |
| Re-opening after second closure | Building users | 3 | 3 | 9 | Once it is decided to re-open the building after a lockdown the actions in section 2 of this document should be followed before the Church is used. (not all items may be needed depending on the length of the lockdown). | Trustees to review section 2 and allocate tasks. |

The trustees will

## Document revision history

Document created 20/07/2020 by David Butlin

Document amended 27/07/2020 by David Butlin with input from Trustees

Document amended 04/08/2020 by David Butlin after Trustee’s meeting and updated government guidance.

Document updated 30/09/2020 by David Butlin for updated guidance.

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