

<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>		<b>Risk Rating after control measures</b>	

Control Measures	Control in place (Y/N)	Person (s) Responsible	Comments
1. Ask everyone with symptoms of COVID-19 not to attend	Y	Event Organiser Administrators	Include in event information. Add to website.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Event Organiser Administrators	Include in event information. Add to website
3. Verbal symptom checks on entry	N	Stewards	It would be more welcoming to have a sign, part of the welcomer's job would be to point out the question.
4. Ask vulnerable not to attend in person	N	Event Organiser Administrators	No longer required
5. Everyone to use hand sanitiser on entry to the building	Y	Stewards	Table with sanitiser available
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises		Administrators	Send Action Plan
7. Temperature/symptom checks on entry	N	N/A	Temperature checks can be expensive and are not always reliable but more controls can be better.
8. Undertake the 'Daily Management Checklist'	Y	Administrators	
9. Display 'Staying COVID-19 Secure in 2020' poster at entrance(s).	Y	Administrators	This should be done last when controls are in place.
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Event Organiser Administrators	A single entry and exit point as well as outside floor markings if there is a queue to get in.

11. Stewards to be present at every event	Y	Event Organiser	Only required for larger events
12. All contractors to complete the 'Contractor Checklist'	N	Administrators	Needs to be written

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual direct from infected person</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>		<b>Risk Rating after control measures</b>	

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Deacons	Start events at different times, stagger arrival times and use different exits as needed. Lay out chairs in the Main Church in small groups distanced by 2 meters
2. No physical contact between persons from different households/bubbles	Y	Stewards	Display poster.
4. One-way system of flow through building to avoid pinch points	N	Stewards	Replaced with the use of specific entrances and exits and different start times for events in the building at the same time
5. Areas marked out of bounds where appropriate	Y	Administrators	The kitchen and balcony will be closed off. Other rooms will be locked when not required. The lift will be locked and reserved for those who require it.
6. Seating arrangements adapted for social distancing	Y	Event Organiser	Small groups of chairs distanced by 2 meters
7. Capacity monitored and entry stopped when capacity reached	Y	Event Organiser	This can be done by implementing suggested one way system or online booking form.
8. No singing during services		Event Organiser	Singing now allowed by Worship Group
9. Signage in place to remind people of safe practices	Y	Administrators	

10. 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.	Y	Deacons	Level access throughout the ground floor. Restrict use of the lift to those with essential need if running events on the first floor
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Event Organiser Stewards	Include in event information, and display posters. Consider a permanent notice on the screens in the Main Church before events.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be recommended not to attend events at this stage	N	Event Organiser	No longer required, but services will continue to be made available on-line and on CDs.

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>		<b>Risk Rating after control measures</b>	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Stewards	This should be done wherever possible door stops to be removed after everyone has left the building
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	y	Cleaner	
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Event Organiser Administrators	A fixed box will be provided in the Main Hall if appropriate
5. Room not used again for 72 hours or thoroughly deep cleaned between uses	N	Cleaner	Regular cleaning undertaken in line with government guidance – furnished chairs not used for 72 hours
6. No serving of food and drink items prior to, during or after the service.	Y	Event Organiser	Include in event information.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Event Organiser	Remove books from chair backs
8. Microphones and other equipment kept to a single individual	Y	Event Organiser	Only use pulpit, lectern or fixed mics on stands.
9. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	Event Organiser Administrators	
10. Keep Register of attendees	Y	Event Organiser	Require all attendees to book in advance and provide contact details. Stewards to tick them off on arrival.

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via toilet facilities</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>		<b>Risk Rating after control measures</b>	

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Cleaner Administrators	Disinfectant wipes to be provided in each cubicle along with notices requesting visitors to wipe down all surfaces after use
2. Posters on hand washing displayed in each cubicle.	Y	Administrators	Posters needed. Bin should remain outside for those who choose to use tissue paper to open the doors on exit.
3. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	Event Organiser	
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Administrators	Posters needed. Information should also be communicated beforehand
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Administrators Cleaner	
6. Ask people to wipe clean toilet after use	Y	Administrators	Display notice
7. Children under 11 to be accompanied to the toilet	Y	Parents	

<b>Risk:</b> Transmission of Coronavirus to an individual via contaminated waste	
<b>Persons at risk:</b> Cleaners and anyone else handling waste	
<b>Risk Rating before control measures</b>	<b>Risk Rating after control measures</b>

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Event Organiser	Include in event information
2. All waste to be assumed contaminated and handled appropriately	N	Cleaner	Only toilet waste needs to be assumed as contaminated
3. Anyone handling waste to be trained in suitable working practices		Administrators	Source training material
4. All waste handled with suitable PPE	Y	Cleaner	See Cleaning Guidance
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	N	Cleaner	Only toilet waste needs to be assumed as contaminated
6. Lidded bins operated by foot-pedal to be provided	Y	Administrators	Relocate one of the kitchen bins to outside the toilets
7. Keep Register of attendees	Y	Event Organiser Stewards	Print off list of those who have registered and mark off



<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via working in the church building</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>		<b>Risk Rating after control measures</b>	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Administrators	Use Zoom or Teams
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Meeting Organiser	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Attendees	
4. Provide hand sanitiser in rooms used for meetings.	N	Administrators	Sanitiser provided in Hub
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Meeting Organiser	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N	Administrators	
7. Implement cleaning procedures for goods and items entering the premises.	N	Administrators	





## Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date

