

Covid-19 Risk Assessment – Exeter

As a trustee of the building, we have a duty of care to protect people from harm. 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 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 can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church:	Assessment undertaken by
Exeter Seventh-day Adventist Church	Exeter Church Board Pastor Weiers Coetser
Address 20 King William Street St Sidwells Exeter	Area of the building assessed Outside, Church Entrance, Worship hall, Vestry, Toilet Facilities, Stairway, Upstairs Youth hall/kitchen
Postcode: EX4 6PD	
Date of Initial Assessment: 6-11 July 2020	Assessment Review Date: 25 August 2021

Most Recent Update: 25 July 2021	
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Events:

These arrangements cover the following events that may be arranged by the church:

Regular worship services, which usually take place on Saturday mornings. These include Sabbath School and Worship service.

Occasionally these regular services will include a communion service, and very occasionally a lifecycle event like a child dedication. An additional risk assessment will be conducted prior to any such event, based on the current government guidance at the time.

Funeral services that may be conducted from the church building. An additional risk assessment will be conducted prior to each funeral to assess the specific circumstances of those events.

Baptisms - An additional risk assessment will be conducted prior to any baptismal ceremony.

Bible Studies and Prayer meetings that may be conducted in the church building.

Youth Events & Pathfinder programmes that may take place in the church building.

Social Distancing

Note: As of 19 July Social distancing is no longer mandated by the government. Neither is there a limit to the number of people who can attend a service.

In this risk assessment we do however endeavour to take account of risk factors that do relate to the possibility of transmission of the virus.

Questions to Consider

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible.

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.*
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. 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.

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Severity
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Risk Rating
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Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made 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>
Contact tracing Should someone who attended church later present with Covid-19 symptoms and test positive, there should be a mechanism to warn others that they may have been exposed.	All who attend church	3	3	6	Current government guidance does not mandate attendees to provide contact tracing details. The church should however provide means for members to “scan themselves” in using the NHS Covid-19 App. There should also be place for members to submit their details (voluntarily) if they do not have the Covid-19 app. These details should only be kept by the church for a maximum of 28 days and should then be destroyed as per GDPR guidance.	Print out QR code posters for church members to check in via the NHS Covid-19 App. Provide a register where members can submit their contact details if they prefer not to use the app. This will happen at the entrance of the church and an usher should take details from members. An elder or usher to keep the details safe after the church service and destroy as required after 28 days. Members to be informed of the options to register their attendance.
Live streaming Some members may not feel comfortable to attend church in person. Government guidance encourages provision of	All who attend church, particularly those who may be asked to self isolate, or those who feel vulnerable to meet	3	3	6	Government guidance proposes that we live-stream worship services where possible. We have practiced hybrid worship services via Zoom for the last 16 months and we should consider continuing with this into the near future.	We need to decide how heavily we will invest in new technology. A few options exist <ul style="list-style-type: none"> - A full professional install at a price tag of over £14 000. This includes a much

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<p>alternative means for members to participate in worship services.</p>	<p>in a crowded environment.</p>				<p>We need to provide for Zoom participation in Sabbath School services for Primary and Juniors and for worship services for adults.</p> <p>If we run an overflow worship service in the upstairs hall, we will need to provide Audio visual equipment in both places.</p>	<p>needed upgrade to our existing AV system.</p> <ul style="list-style-type: none"> - Do-it-yourself upgrade of AV system with some streaming technology. Estimated cost between £3500 and £5000. - Retain current AV system, Make a minimal investment in upgrading some components of the AV system for the downstairs worship room. (An I-pad on a tripod for streaming with a small streaming microphone, and a new display screen for church members to follow the Zoom worship). About £2000. <p>Ensure the church has a stable internet connection.</p>
<p>Outside the church. The church is close to a large council car park, and to transport routes.</p> <p>The main entrance of the church fronts onto a relatively wide pavement. There is a lot of space to socially distance. A temptation might be to gather in</p>	<p>Those who attend church and public walking by</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Lay safe social distancing markers for at least 5 to 10 people who may be queuing to enter the building.</p>	<p>Purchase yellow adhesive tape. Mark out social distancing lines on the pavement.</p> <p>Communicate with members before church opens explaining that where possible they should still keep a social distance and not gather in too close proximity to each other.</p> <p>Special care should be given to respect space of members who feel</p>

<p>this area while waiting for a service to start.</p>						<p>vulnerable or prefer social distance.</p>
<p>Main Entrance</p> <p>There is a risk that many people could touch the door when entering.</p>	<p>Worshippers entering the building</p>	2	2	4	<p>Prop the front door open at the start of the service, or assign one person with PPE to open the door and control the flow of traffic into the church,</p> <p>A handwashing station inside the front door will allow anyone entering to wash their hands immediately as they enter the church.</p>	<p>Set up a rota system for a front door usher.</p> <p>Provide detergent and cloths that can be used to wipe down the door handle(s) regularly.</p> <p>Inform members about the risk and the importance of letting one person manage access.</p> <p>Put this information on signage and a video to share with church members before re-opening.</p>
<p>Entrance hall</p> <p>The entrance hall can safely accommodate three to four people who are socially distanced, but it gives access to the main church hall, toilets, and the stairway. If movement through the entrance hall is not properly controlled, social distancing can become problematic.</p>	<p>All who enter the church, all who exit, all who need to use the toilets, all who need to move upstairs.</p>	3	2	5	<p>At all times we should restrict people in the entrance hall to only three people</p> <p>One person should be an usher who can direct traffic into the church or out of the church or to the toilets.</p> <p>This area should be the area where those who enter can wash their hands.</p> <p>An offering box or receptacle should be set up in the entrance hall (or near it) where members can leave their offerings because we cannot take up offering by passing a plate/bag.</p>	<p>Appoint volunteer ushers who can control the flow of traffic through the entrance hall. (This could be the same person as mentioned under the main entrance above)</p> <p>Ushers should receive training and be willing to work on a rota basis as they enter church.</p> <p>Ushers should wear PPE (mask or face shield).</p> <p>Provide a place where church members can voluntarily register</p>

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						<p>their attendance including the NHS QR code.</p> <p>Ensure that Entrance hall is decluttered with only a contact free hand washing station and an offering box/container. Clearly marked.</p> <p>Provide a supply of masks for worshippers who might arrive without masks. (The Health and Safety officer should monitor this supply and be empowered to replenish it when needed.)</p> <p>Clear signage needs to be installed asking worshippers to wash their hands, not to gather in the entrance hall.</p> <p>Church members to be informed about the optional check-in procedure, request to wash hands, need to wear masks and the flow of people through the entrance hall – in a video before the re-opening of church.,</p>
<p>Entrance Hall – Two Way Traffic</p> <p>Members typically enter and leave through the same entrance hall/doorway, increasing congestion and making it</p>	Members who enter and leave the building.	2	2	4	<p>We do have an exit at the back of the church. We could create a one-way system for young and able members who are in the worship room to exit that way.</p> <p>Members who have difficulty with exiting at the back could exit from the front. With a much reduced traffic flow in this area, the risk will be lower as well.</p>	<p>Lay down tape that indicates a direction for traffic flow. (Maybe we don't need to do this)</p> <p>Using a one-way system would necessitate an additional usher at the back entrance, and some extra</p>

more difficult to manage social distancing.					Due to the location of the stairway, it is most practical for members who might be upstairs to leave through the front door.	arrangements at the back (see the section on the back vestry). Inform members about the suggested one way traffic system before church opens
Entrance Hall – Removable banister The entrance hall features a staircase with a removable bannister. The banister could act as a common point of contact which raises the risk of contact with the virus. The church hall is a potential point of congestion for people.	Members moving between the hall and the church.	2	2	4	The handrail serves as a safety mechanism as well as people have to navigate their way down stairs. We can't really remove it safely. We can ensure that we keep the handrail clean and wiped down at regular intervals. The fact that church members wash their hands before they reach the handrail helps to mitigate the risks. We need to discourage members from gathering at the entrance of the church, and to only use it as a throughfare to get to toilets, or go upstairs, or to leave the building. In addition to managing traffic flow, we can redirect some traffic out of the church towards the back door of the church. (This is only suitable for younger, more agile members as the stairs are quite steep.) We will put in place clearly marked two way system so that traffic can generally flow unimpeded in both directions, with traffic in each direction keeping to their side. Some crossover will take place with traffic that comes from upstairs, or with individuals leaving the toilet facilities.	Provide handwashing facilities at the entrance of the church. Provide the usher in the Entrance hall with disinfectant wipes to wipe the railing periodically. Encourage church members not to gather in the church hall. Put up a poster. Remind members about this regularly. Place floor markers that indicate a two-way system into and out of the church.
Entrance Hall -Letterbox system A letterbox system in the entrance hall is a common point where people collect	Members who might want to access correspondence or literature.	1	1	2	Previous regulations would have required us to decommission these places, but we feel that that most items that are placed in the letter boxes are placed there well in advance of the time when people collect them. The risk of creating contact points for transmission are low and they also help to avoid passing items directly to people. So we	Work with the volunteers who are tasked with distributing items, to place items in the letterbox system during the week and not on the morning of the worship.

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correspondence/receipts /magazines. This risks creating a transmission point for the virus.					will keep the letterbox system in operation and continue to remind people not to gather in the entrance hall, but to move on swiftly.	Remind people not to gather around the letter boxes/entrance hall.
Entrance Hall cont. Doorway between church and main worship hall will create a common point of contact if closed.	All worshippers who move into the church	2	2	4	We should prop the doorway open while members enter church. When worship is on, door could be closed, with the understanding that only the usher on duty will open the door. (???)	Prop the doorway between the entrance hall and main worship hall open permanently.
Main Worship Hall Ventilation The worship hall is inadequately ventilated, especially when it is filled to capacity. This has been a standing concern of the church for a number of years. It poses an even greater risk, with the potential of spreading Covid-19 infections.	All worshippers	3	3	6	A new ventilations system is required. This requires significant investment, but it would be needed even if we were not dealing with Covid-19. Structurally this involves running two ventilation ducts – one for providing fresh air, one for extracting air – against the ceiling on each side of the church. These ducts are about 250mm in diameter and would need to be boxed in for an aesthetic appearance. See attached specification for full details. The ventilation ducts would render our projector screen un-useable and may require a different set-up for video presentations. Perhaps a smaller size screen or a LCD display. If we maintain social distancing in the main church, we should be able to maintain enough ventilation in the room, especially if we leave the front and back doors open to allow flow of air.	Commission the installation of a ventilation system at a cost of approximately £15 000 While we wait for the commissioning to take place, we will maintain a socially distanced setup in the church with 30 people downstairs and 30 people upstairs. Keep the front and back doors open to encourage natural flow of air through the building. Request one member to keep an eye on the backdoor for security. Do not leave any valuables near the back door or the front door.

<p>Main Worship Hall. It is possible to seat 30 members in the main worship hall if individuals and family groups remain at a 1.5 to 2m social distance, (including platform party and organist)</p>	<p>All worship in the church</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>We need to remove excess chairs from the main worship hall and only position the necessary number of chairs at appropriate distances from each other. (</p> <p>We should try to establish before the time who will attend the church and arrange the chairs for individuals / family groups / people in social bubbles to get optimum seating space. We should leave two or three chairs open for visitors.</p> <p>An usher can be on duty to show people their seats and point them in a safe direction of travel.</p> <p>If possible, we should discreetly mark out a direction for people to move when they come into the church. Since we will follow a one way system, this includes arrows that point to the preferred exit.</p> <p>We need to remove all hymnals and shared items from the worship hall.</p> <p>Under new Covid-19 guidance we do not have to limit the number of people in the church building and we do not need to enforce social distancing.</p> <p>Proposal for new guidance:</p> <p>Keep the 30 chairs downstairs for the first few weeks and monitor how many members arrive. Allow more mixing, but designate on corner of the church for some members who might want to attend, but who are concerned about</p>	<p>Remove excess chairs from worship hall and store in the youth/hall kitchen area</p> <p>Remove all hymnals and shared resources from the worship hall. Store in vestry. (done).</p> <p>Consult with members to find out who will be joining for worship on a regular basis. Try to arrange chairs to accommodate regular members and family groups with the appropriate distancing.</p> <p>→ This may be redundant, unless we want to temporarily limit numbers until ventilation is sorted.</p> <p>If it is impossible to accommodate everybody a booking system should be put in place.</p> <p>(Establishing a booking system would require that</p>
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				<p>their safety. Request church members to respect these members concerns, to keep a distance, and if possible to use a mask when interacting with them.</p> <p>If numbers of church attendees exceed the 30 chair layout we can re-evaluate to make the chairs more dense or to set up the upstairs hall as an overflow hall.</p> <p>We need to encourage members to not move around too much once seated. If a person needs to move, an usher can try to prevent other movement during this time. The usher should also direct people for an orderly exit after church.,</p>	<p>we appoint one or two volunteers to manage this system and communicate effectively with members. Some knowledge of online services like Eventbrite will be helpful)</p> <p>Purchase floor tape to indicate safe social distancing and direction of travel (up one aisle and down one aisle) and experiment putting this on the floor.</p> <p>Appoint a team of ushers and draw up a rota. Provide training. (See actions under "Entrance Hall" above. Ushers to wear a Mask and clear identifying clothes or badges.</p> <p>Communicate with members before meeting the first time by means of a video to show them how seating and movement in the worship hall will work.</p>
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Pulpit Area, Piano Area, Sound System Area	Pianists, Platform Party (Preacher & officiating officer), Sound Engineer & Computer operator,	2	1	3	<p>These areas should have restricted access – strictly only for the people who are preaching/officiating/managing sound system/ playing the piano.</p> <p>Other people should not be in contact with the equipment/microphones.</p> <p>If the restrictions are adhered to, risk can be kept low.</p>	<p>Put up clear signs or barriers indicating restricted access.</p> <p>Inform members about the restrictions before opening the church.</p> <p>Train the sound engineers, musicians and worship leaders on the safe use of equipment, safe movement.</p> <p>Provide anti-bacterial cloths to wipe microphones, keyboards, and other commonly used surfaces of the sound equipment.</p>
Vestry & Rear Exit The vestry is quite small. It would usually be off limits for everybody except the platform party. It can only accommodate two	Worshippers who move through the vestry. This will usually only be the platform party, but in this situation, also some who choose to leave the	1	1	2	<p>Apart from when exiting the church, the vestry only to be used by the pastor/speaker and elder.</p> <p>Provide exit signage and mark out social distancing lines in the vestry.</p> <p>Provide a handwashing station at the exit.</p> <p>Provide an offering box for people to deposit offerings as they exit.</p>	<p>Remove furniture</p> <p>Mark out the area</p> <p>Install contactless handwashing station</p> <p>Provide a bin to dispose of any rubbish (contactless)</p> <p>Provide and offering box</p>

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<p>people with social distancing in place.</p>	<p>church through the back door.</p>				<p>An usher should control movement through this space following the service.</p> <p>Door should be kept shut during the service, but propped open at the end.</p> <p>We should consider installing a latch system that allows the door to be opened from the inside by simply pushing the latch with an elbow.</p> <p>Keep the staircase clean and disinfect surfaces between services (recognising that these are outdoor surfaces where the virus won't survive long. But they are smooth surfaces and can be wiped down.)</p> <p>Restrict parking in the parking bay nearest to the stairway.</p>	<p>Appoint and train ushers</p> <p>Communicate with church members about how to use the exit.</p>
<p>Stairway to the Upstairs Hall</p> <p>The stairway is narrow and can only accommodate traffic in one direction.</p>	<p>All worshippers</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Allow only one way traffic up or down the stairs at any time.</p> <p>At the beginning an usher can direct such traffic, but members can be trained to respect this arrangement and negotiate such movements themselves.</p> <p>Create a space on the upstairs entrance to the stairs where members can safely wait in case there is traffic from downstairs.</p> <p>Install signs at the bottom and the top of the stairs that encourages only one way traffic.</p> <p>While members inside the church worship room will be encouraged to leave the premises via the back door,</p>	<p>Ensure that there is waiting space at the top of the stairway for those who are waiting for traffic from downstairs.</p> <p>Create posters encouraging only one way traffic. Install posters at the bottom and top of the stairs.</p> <p>Train ushers to keep an eye out of for the dangers here.</p>

					<p>members who leave down the stairway from the top floor will be encouraged to leave via the front door.</p> <p>Install a mirror on the stairway that allows people to see around corners.</p>	<p>Communicate with church members about the one way traffic system to the upstairs hall.</p> <p>Wipe down surfaces of the railings from week to week between services.</p> <p>Install a convex mirror that allows people to see around the corner of the stairway.</p>
<p>Upstairs Church Hall</p> <p>The upstairs hall is well ventilated (with several windows that can open.)</p> <p>When chairs are laid out in a socially distanced way, there is room for 30 people in the room.</p>	<p>Any worshippers who choose to use the upstairs space</p>	1	1	2	<p>We won't be using the upstairs hall for fellowship lunches until at least the end of the year.</p> <p>The upstairs hall can be used for:</p> <p>Children Sabbath Schools before the main service.</p> <p><i>As an overflow hall if we choose to retain social distancing in the downstairs church. When we re-open we will assess how many members attend before we decide if we will use the upstairs hall as an overflow hall.</i></p> <p>Encourage social distancing and care to avoid unnecessary contact upstairs.</p> <p>Keep windows open on both sides of the upstairs hall to encourage good ventilation.</p>	<p>Limit and control the numbers of people who gather upstairs.</p> <p>Install the necessary technical equipment to run an overflow service.</p> <p>Communicate with members about the purpose and correct use of the upstairs hall.</p>

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					<p>If the upstairs hall is used for children Sabbath School, restrict unnecessary traffic and gathering of people upstairs.</p> <p>Ensure that there is a Zoom connection upstairs for remote hybrid Children’s Sabbath Schools</p> <p>The usual child safeguarding practices to be adhered to (more than one adult present at a time.)</p> <p>If we run an upstairs overflow worship service we will need to install a large screen and sound, and possibly a computer/video camera to make the service more interactive.</p> <p>Ushers should keep an eye out to ensure safe movement and numbers of people upstairs.</p> <p>Provide space upstairs where people can wait as they navigate traffic up and down.</p> <p>Limit access to shared books and equipment.</p>	
<p>Church Kitchen</p> <p>Given the complexity of the Covid safety regulations, we will make the kitchen off limits for general use.</p>	All worshippers	2	2	4	<p>Kitchen to be off limits except for essential operations by church staff/volunteers.</p> <p>If we relax social distancing measures to allow the kitchen to open again, we would need to do a risk assessment to ensure safe use.</p> <p>Government does not currently restrict the practices of eating together, but if we were to do it, we could still try to limit sharing of utensils or food etc. Perhaps the first</p>	<p>Clear excess furniture from the kitchen.</p> <p>Put up signs restricting access for authorised use only (Youth Sabbath School).</p> <p>No preparation of food.</p>

<p>It is the only space that we have for one of the children's classes to meet.</p>					<p>potlucks can be (Bring your own) type meals where church members cater for themselves.</p> <p>We will clear all excess furniture that is currently stored in the kitchen (due to spreading out chairs in the church hall). We will store excess furniture in the locked church basement. We will set out about 6-8 chairs for the Teenager Sabbath School class to meet there. This class will be a hybrid class with some participating over Zoom.</p>	
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Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the Conservation Officer before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.

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2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy 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>
Cleaning Staff/Volunteers Even with precautions it is possible that someone who has Covid might have used the church building and cleaning staff might be exposed to the virus when they clean.	To be Confirmed	1	1	2	Ensure that staff has training on general cleaning where Covid-19 could reasonably be suspected. Provide disposable cloths and detergent with the correct level of disinfection properties to kill the virus while also allowing for safe handling. Provide disposable gloves and training in safe disposal of gloves (double bagged & handwashing before and after use.) If it is realistic – allow 72 hours after the building has been used before cleaning takes place (??) Develop a waste disposal strategy where discarded material from the church can be bagged and left for 72 hours before placed in a bin. (This might require more thought because we usually take waste home with us)	Appoint cleaning staff and ensure that they have training in what needs to be cleaned. Ensure adequate supplies of cleaning material and PPE. Disposing of waste.
During the service we need to provide	All worshippers who use the	2	2	4	Areas that multiple people might come in contact with: The front door, Restroom Doors	Wipe these common surfaces down regularly as footfall increases.

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essential cleaning to avoid multiple contact and potential exposure to the virus	common area				<p>Toilet and Handwash Basin The door between the entrance hall and main worship hall.</p> <p>Microphones, Sound System, Piano/Organ, Computer – We have fixed mikes at the pulpit. We might decide that we will not use any roving microphones (unless we are streaming – then we need to ensure that each person who talks has their own microphone – or we should simply make sure that any speech takes place from behind the pulpit where the fixed microphones will pick)</p> <p>Only the necessary number of people should work on the sound desk / multi-media desk / piano per service.</p> <p>Provide cleansing material that can be safely used on the electronic equipment to clean between services.</p>	<p>Try to keep all doors open at times when most people arrive and leave.</p> <p>A deacon/ deaconess/usher will be on stand-by during each service to help with cleaning requirements.</p> <p>Ensure availability of wipes for quick cleaning while the building is in use.</p> <p>Provide cleaning material for microphones, electronic equipment.</p>
Between Services we need to clean common surfaces to prevent the	Cleaners and Worshippers	2	3	5	Where possible allow 72 hours after the service before cleaning.	<p>Provide a cleaning plan and request cleaners to tick off each area when cleaned.</p> <p>Gather any paper or items left behind after</p>

<p>virus to infect others</p>						<p>surface. Empty all bins in bags.</p> <p>Disinfect all door handles and hard surfaces that people are in contact with.</p> <p>Disinfect microphones, electronic equipment and musical instruments.</p> <p>Wash and disinfect toilet and handbasin surfaces.</p> <p>Vacuum carpets to keep area dust free</p> <p>Replenish disposable towel holders</p> <p>Replenish soap and hand gel.</p> <p>Inform deacon or health and safety officer if stocks of cleaning material, handwash, PPE runs low</p>
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Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. 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. Recommendations include:
 - a. [Public England's Covid-19 Employer's and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.

- 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.

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Handwashing Facilities	All who enter the building	n/a	n/a	n/a	<p>There are washing basins in the two toilets. Ensure that they have adequate soap, and that there are supplies of paper towels and bins to dispose towels in.</p> <p>Provide an electronic hand gel dispenser in the foyer allowing people to sanitise their hands when they enter and leave. Provide the same facilities at the exit in the vestry.</p> <p>Provide signage for people to identify hand washing facilities and to encourage them to use it.</p> <p>Inform members about these facilities and how to use them before church is opened (video).</p>	<p>Ensure that toilets have soap dispensers, bins (foot operated or electronically operated), and towels for drying hands. Provide disinfectant wipes for people to clean after themselves when they use the toilets.</p> <p>Design & mount signage to point people to hand-washing facilities.</p>
Face Masks	All who enter				The law no longer requires wearing of face masks, but this is still regarded as good practice in enclosed spaces, especially if the numbers of worshippers increase.	Encourage members to bring their own face masks and to wear where needed or

					<p>Remind church members who use public transport or who car-share to also wear face masks.</p>	<p>convenient, especially when there are many people around.</p> <p>Keep a supply of disposable facemasks for people who may arrive at church without masks.</p> <p>If church members indicate that they feel particularly vulnerable, ensure that there are spaces that are more socially distanced, and encourage members seated around those spaces to take extra care to wear masks and keep respectful distance.</p> <p>Communicate with members to encourage wearing of masks, regardless of the fact that it is not prohibited before church re-opens.</p>
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						Allow for different personal decisions.
Screen for Health before Entering the church Church members might be tempted to attend church even if they don't feel perfectly healthy.	All who attend	3	3	6	Usher to welcome the person in a friendly way, but ask if the person feels well and if they have any Covid-19 symptoms or if they have been in contact with someone who has had Covid-19 or been asked to self-isolate. Previously the SEC required that a contactless temperature check be carried out. We're not sure if this is still a requirement.	Print a poster asking members not to attend if they feel unwell. Communicate with members prior to the service not to attend if they are unwell. Purchase a contactless Thermometer to screen church members before entering church. Train ushers to enquire about members health in a friendly way when they arrive for church.
Communion Services					Do a risk assessment before each communion service Foot washing should now be allowed, but check the regulations for each event. Decide on how to safely prepare communion bread.	Don't practice footwashing for 2021 and reassess in 2022.

					<p>Decide on Hygiene practices of officiant – e.g. Washing hands before handling bread. Break most of the bread with a knife prior to communion to reduce handling.</p> <p>Is it possible to safely distribute the grape-juice?</p> <p>We need to do some research on this.</p>	<p>Use Pre-purchased sealed communion packs.</p> <p>People to collect from a container at the door (upon entrance)</p> <p>Provide a bin at the exits for people to dispose packaging after the service.</p>
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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. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.

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4. Think about how to interact with those who do not regularly use the building such as contractors and 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 you will let people who use the building know that you are self-isolating and make sure that you don't go into 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 and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy 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>
Church Members need to know that even with legislation allowing most close interactions, we still encourage attendees to be cautious and vigilant.	All potential attendees	3	3	6	Legislation has relaxed significantly since July 2021 1. Members who have Covid symptoms or who are required to self-isolate should not attend church. 2. Masks do not have to be worn, but it is good practice and still encouraged in enclosed crowded places. 3. Social distancing is no longer mandated, but be aware that people may not feel safe, and respect their need to socially distance. 4. Singing is now allowed during worship services. 5. Advice is still for Church services to not carry on longer than necessary. 6. Parents with children requested to keep careful control over their movements. 7. We need to consider the needs of vulnerable members and make provision as far as possible for their safety. This includes	Communicate rules and requirements by e-mail, WhatsApp groups, Videos, and personal conversations

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					<p>safe, ventilated areas in church, and provision of online streaming/zoom participation.</p> <p>8. A record to be kept of attendance for up to 28 days after the service, and then to be destroyed. (For contact tracing purposes and Data Protection.) NHS app can be used to sign in as well. Registration is voluntary. Members may attend without registering.</p> <p>Changes to legislation or Covid-19 restrictions to be communicated in the same ways listed above.</p>	
Should someone who is scheduled to participate in the service become ill.	Worship Planning team, pastoral staff, and potentially the whole congregation	3	1	4	<p>1. The pastor and elders will keep a check on such matters and will be empowered to make a judgement call to either cancel a service or put alternative measures in place.</p> <p>2. We envision that our services will be blended online services and in person services in the church. Members and clergy can participate fully online with their contributions screened on a screen in the church. Those in church will also be able to participate so that people at home can see them. This allows for creativity in problem solving should contingency measure need to be put in place.</p> <p>3. If there is a risk that more members of the congregation may have become infected, or if there is a suspicion that an outbreak may be related to church members together the decision will immediately be made to close the building and move all services online until it is clear that the situation is under control.</p>	<p>Request anybody who may be involved with services and who may experience symptoms to contact the Pastor or the health and safety officer as soon as possible.</p> <p>Remind church members of the various communication channels for the church (E-mail list, WhatsApp, Church Facebook page) where announcements may be made at short notice.</p>

					<p>4. If an outbreak appear to be linked to interactions in the church building, the church will take guidance from the public health agency about whether the building should be placed in quarantine. In most cases a deep clean can be conducted – with at least 72 hours waiting time between closing the building and cleaning the facility.</p> <p>5. Should it be impossible to put in place adequate contingency plans, the church building will be closed at short notice and members encouraged to watch an online service. Options will be listed, e.g. Newbold or Stanborough Park or Croyden.</p>	
Should someone fall ill at church	All members at church	1	1	2	<p>Given the safety measures taken above we think it unlikely that someone would become unwell at church, but if it did happen the following would apply:</p> <ol style="list-style-type: none"> 1. Patient will be requested to wait in church vestry which is closed off to public access as described above, until the relevant help arrives (in all likelihood an ambulance) 2. Anybody who assists such a member will be provided with a mask, a face shield, gloves, and a disposable apron. When the incident is handled, such items will be double bagged and disposed of 72 hours after they have been used. 3. Church members who may have been in contact with the patient will be informed to self-isolate. 4. The church will be vacated and closed to the public, and cleaned at least 72 hours after the incident. 	<p>Pastor, Elder on duty, and Health and Safety officer will be empowered to assess the situation and take these actions.</p> <p>Ensure that we have a supply of masks, face shields, gloves, and disposable aprons.</p>

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					5. A record of the incident will be recorded in the church accident book.	
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Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. Consult with Church Board about this risk assessment. <ul style="list-style-type: none"> - Get agreement about the level of social distancing that we will try to set in place for the first few weeks after re-opening. - Agree about whether/how we can re-open before we are able to address the long-standing ventilation concerns of the church. It will take at least two months before we can get ventilation installed. - Agree what live-streaming solution we will use. 	Weiers Coetser and Church board	25 July 2021	
2. Order a broadband connection for the church	Weiers Coetser and George Angila	July 2021	27 July 2021 Final installation
3. Purchase and install essential Audio Visual and live streaming equipment	Florin Orasanu, Other members appointed by church Board	21 August 2021	

<p>4. Implement the Ventilation solution agreed on by the church</p>	<p>Weiers Coetser and George Angila</p>	<p>27 Jul to 1 Sept – Consult church about expense.</p> <p>1 September finalise order.</p> <p>1 September to 30 September – get Electrician to do necessary cabling.</p> <p>30 Sept – 30 October – Intallation of the Ventilation system when contractor is able to do it.</p> <p>After installation – request church members (Ghena and Alex) to box</p>	
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		the ventilation ducts in and to tidy up the front of the church.	
5. Install a convex mirror in stairwell to see traffic moving up and down the stairs	Purchase by George Angila Installation by Ghena or Alex	15 August 2021	
6. Register the church as a venue for NHS Track and Trace and print out QR Code Posters. 7. Print optional registration forms for church members to register their attendance for Track and trace details.	Weiers Coetser George Angila to print in colour	27 July 2021	
8. Appoint support teams for the re-opening of the church. -We need clarity on who will be ushers. - We need to know who are willing to be trained to run the AV/Streaming system. - We need a plan for cleaning the church - Draw up necessary rotas	Maria Gangan & Rose Omayo (Maria is on holiday early in August, so Rose will begin to work on this)	15 August 2021	
9. Design and print signage encouraging members to - Wash hands (Signs wherever there are handwashing facility) - Mask wearing encouraged. - Exit through the back door if possible convenient.	Rose Omayo and Klara Sokolova	15 August 2021	

<ul style="list-style-type: none"> - Wait until nobody is using the stairs before going up or going down. (Two signs) - “How are you feeling today? If you have Covid-19 symptoms or feel unwell, please don’t enter the building” - Sign in Here: Optional (with notice that data will be confidential and destroyed after 28 days) - Please don’t use the kitchen for food preparation. - Please don’t gather in the Entrance Hall. - Please don’t sit here – in the row where the AV team works,.... - Please place church offerings here (for offering boxes) - Other signs? 			
<p>10. Purchase supplies:</p> <ul style="list-style-type: none"> - Face Masks (Even if optional – there should be some available in case someone needs one. Also if someone feels ill) - Gloves for people who clean the church, and in case there is a medical emergency. - Disposable aprons in case there is a medical emergency. 	<p>Rose Omayo and George Angila to finalise the list of supplies and to place the order.</p>	<p>15 August 2021</p>	

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<ul style="list-style-type: none"> - Hand wash – and dispensing bottles. (Some churches have installed electronic dispensers, but squirt bottles placed strategically through the church will suffice) - Do we have enough paper towels for toilets? - Should we get foot operated disposal bins for toilets (not an absolute priority, but another safeguard) - Do we have enough plastic bags to take away any disposed items? - Do we have adequate household cleaning supplies. - Anti-bacterial wipes to use to wipe down microphones and other AV equipment. 			
<p>11. Two offering containers (one at the entrance, and one at the rear exit). We could purchase special wooden ones that can be mounted on walls/tables, or we could use another system.</p> <p>(In Bodmin the offering baskets are left on the church stage and there is an offering slot where members walk up to the stage to place offering in the containers)</p>	George Angila	15 August 2021	
<p>12. Purchase safety tape that can be used to mark out distances outside the church, and indicate a flow of</p>	Rose Omayo and George Angila	15 August 2021	

traffic through the church. Lay these markers.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

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HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

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

Apparently