

COVID 19 RISK ASSESSMENT

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| Name & Address of Church | United Church Ashford, Faversham Road, Kennington, TN24 9AJ | Version No | Assessment first drafted by SV and GM French |
| Area of Building Assessed | Whole Building for Sunday Worship | | Date of Initial Assessment 21/7/2020 |
| | | 2 | Review 22/08/2020 following meeting with Circuit Risk Assessment Group. Issues numbered for clarity. |
| | | 3 | Review following Church Council 24-8-2020 |
| | | 4 | Review following decision on visors 10/09/2020 |

| | Hazards/Risks <i>Think about the areas where contact takes place</i> | 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> |
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| 1 | Build-up of dust and possibly mould whilst building has been shut post closure prior to opening | Open doors and windows to allow airflow. Restrict access into building until building aired Minimise access to building and close off until task complete | Building to be aired for at least one hour, with all doors and windows opened. This has been done |
| 2 | General cleanliness of building post closure prior to opening | Deep clean has been carried out by professional company. | Provide sanitising wipes (and/or or spray) for ongoing cleaning. |
| 3 | Potential contamination of water system (Legionella) | Water system has been flushed weekly although there are no storage tanks apart from 2 sealed units in the kitchen.. All taps to be run for at least 20 minutes before re-opening. All taps to be run for 5 minutes weekly thereafter and all toilets to be flushed at least twice weekly. | Taps to be flushed prior to re-opening. This has been done Taps to be run and toilets to be flushed weekly. |
| 4 | Fire Safety Measures | All Fire Extinguishers and Fire system have been checked recently and certificate issued. Fire exit signage checked. Fire risk assessment to be reviewed and documented: Done 20/08/2020 | Visual inspection to be completed once more prior to opening. Fire Alarms to be tested regularly. |

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| | | | Fire exits to be kept clear, special attention to be paid to the one via the vestry. |
| 5 | Electrical Systems | Visual inspection to be carried out prior to re-opening to check for any damage. | Visual inspection done . Recent Certificate on new works. |
| 6 | Emergency Lighting | Check that Emergency Lighting systems is all working as expected. | This has been done and signed off just prior to lockdown |
| 7 | Seating in areas to be used for worship. | Separate or identify the seating so that family groups can sit together, and others are 1.5 metres apart, with masks being worn by all attendees. (This will vary with each use of the building, so will be the responsibility of the leaders of each group.) Layout checked on 15 August, with chairs in pairs there are 30 seats, plus the preacher. | Seating spread out for people to use. Spare chairs stacked in prayer room. If anyone attends who cannot wear a mask, the service will be abandoned to protect vulnerable people (Church Council decision) |
| 8 | People may carry Coronavirus into the building on their hands. | Everyone to sanitise their hands upon entry, using hand sanitiser provided in entrance foyer. <i>(NB Leaders of other user groups will be required to provide sanitiser and to ensure that this is conducted.)</i> | Hand Sanitiser to be provided by both entrances to the building. Ensure tables by both entrances. |

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| | | Laminated “Sanitise your hands” signage to be put in place to ensure compliance. | Signage to be provided. |
| 9 | Items on surfaces make cleaning regime difficult. | <p>Clear all surfaces and move to storage/dispose of.</p> <p>No documents, clothing etc to be left on the tables in the entrance foyer following use of building.</p> | <p>Documents to be stored in vestry or other cupboards.</p> <p>Clothing found in the building to be bagged up and put into waste bin.</p> |
| 10 | Items that may be handled by more than one person increase the risk of cross contamination. | <p>Use of projection system for all items where possible.</p> <p>Notices to continue to be digital/vocal for the time being – if needed then printed copies for those unable to access email.</p> <p>Books and Bibles may be used again after 72 hours, but ideally projection. If required people to collect own Bibles etc from stock available. After service return books/Bibles to safe storage unit and leave for a minimum of 72 hours.</p> <p>This includes the offering if taken in cash</p> | <p>Provide gloves for those checking the offering, encourage giving by Standing Order. Offering can be checked after service by 2 people (social distancing respected unless within a “bubble”) and kept safe at home for 72 hours before paying into the bank.</p> |
| 10a | Potential for contamination whilst taking the offering | Put the offering plate on the table by the inner door, directing those who do not give electronically to put their offering there on the way into the worship area. For visitors from other churches encourage them to support their own fellowship first. | |

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| 11 | Too many people gathering in the building. | <p>Control number entering the building, number to be agreed prior to opening dependent upon the social mix of the congregations (30 if seating in twos). The whole congregation to be aware of the maximum number and ensure it is not exceeded. This will vary dependent on the number of family units involved.</p> <p>Once maximum number has been reached then others must be respectfully asked to leave.)</p> <p>Appropriate social distancing measures must be enforced during use.</p> | <p>“Door monitor” to monitor attendance in the building and ensure number is not exceeded.</p> <p>Register to be maintained.</p> |
| 12 | Those using the building do not respect distancing guidance. | <p>Distancing markers to be placed on steps and slope from the car park.</p> <p>Signage to be clear in the building to encourage the use of appropriate spacing.</p> <p>Seating to be laid out appropriately before the service, and congregation instructed not to move it.</p> | <p>Markers and signage to be purchased/ produced and put in place.</p> <p>Congregation to be briefed and message reinforced each week.</p> |
| 13 | Congestion at choke points prevent distancing being maintained. | <p>Entrance through the main doors from the car park only via the ramp and out through the same door but with the pinch point at the door to the sanctuary and exit door ensure that there is no “passing of people” at these points by careful monitoring of congregations. “1 in 1 out” at each point, ensuring no “crowding” or close proximity passing whilst waiting to exit. “Keep 2 metres” tape to be put on ramp and roundels inside the building</p> <p>People to be directed to move into the main room and take a seat and not to congregate at the doors.</p> <p>Congregation to be directed to “fill up” from furthest point to the entry to the worship area to avoid crossing over others already seated.</p> | <p>Stewards to be briefed.</p> <p>Entrance from Faversham Road to be kept unlocked as Fire Exit, but not to be used except in emergency.</p> <p>Requires 1 person on duty at the Car Park door, and 1 at entrance to the sanctuary.</p> |

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| | | This requires constant monitoring as the toilets are accessed via the door entry to the sanctuary. | |
| 14 | Congestion after service as people want to fellowship | <p>Direct folk to leave soon after the service, starting with those closest to the lobby doors to avoid “crossing over” people who may be seated.</p> <p>Congregation to sanitise hands after the service.</p> | “Door monitors” required |
| 15 | Congestion outside the toilets | <p>Ensure that only 1 person (or parent/toddler) is outside the toilet area at a time (or maintain social distancing whilst waiting).</p> <p>Encourage minimal or nil use of toilets during worship times.</p> | Responsibility of the leaders of the users of the church |
| 16 | Contamination from surfaces in the toilets | <p>Clear signage asking people using the toilet to use appropriate sanitising wipes to clean toilet handles and seats, taps and inner and outer door handles after use.</p> <p>Bin to be provided for wipes / paper towel with signage to use that rather than flush the wipes down the toilet. Bin to be emptied at end of use, bagged and taken home by user groups.</p> <p>Cleaner to clean all surfaces in toilets when carrying out weekly clean.</p> | <p>Signage to be produced.</p> <p>Wipes and bin to be purchased.</p> <p>Update cleaning regime (?? to speak with cleaner).</p> |
| 17 | Possible contamination from towels in the toilet | <p>Remove cloth towels from toilets, provide blue paper towel in each toilet (and in the kitchen.)</p> <p>Bin to be provided for paper towel / wipes with signage to use that rather than flush the towel down the toilet. Bin to be emptied at end of use, bagged and removed from site.</p> | <p>Ensure adequate supply of paper towels.</p> <p>Supply bins for paper towels and wipes.</p> |
| 18 | Surfaces, chairs etc., and whole building to be cleaned after | All chairs, microphones, etc that have been moved or used to be wiped down by user group with sanitising wipes. | Provide sanitising wipes or spray and blue towel. |

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| | the church has been used. | <p>Building to be left clean and all surfaces wiped down. All rubbish to be bagged and removed from site.</p> <p>Soft chairs in the entrance foyer to be moved into the Prayer Room as they cannot be wiped down satisfactorily. This has been done 15/08/2020</p> <p>Need to place one or two “normal chairs” in the entrance lobby in case people need to sit down/feel unwell during the service</p> | <p>(NB for user groups Rewrite contracts to enforce this.)</p> <p>Provide check list for users to complete.</p> |
| 19 | Contamination from high-touch areas such as door handles and switches | <p>Agreed person to be present first to open the building and all internal doors. Wipe door handles etc with sanitising wipes (or spray and blue paper towel) prior to first people entering. Doors to the sanctuary to be wedged open during the service. NB No Fire doors to be wedged open (No other rooms to be used unless they have been wedged open before the service/ period of use begins.)</p> <p>Appointed person to also lock up after the service and ensure that all doors and windows are closed, and fire escapes secured.</p> <p>All door handles to be wiped with appropriate wipes before and after services. Wipes to be bagged and removed from site by users.</p> | <p>Ensure all know who is opening and closing building.</p> <p>Be aware that some doors are fire doors and ensure escape routes are kept clear.</p> <p>Wipes to be purchased. (or use spray and blue paper towel)</p> |
| 20 | Cleaner unable to comply with safe working practice for cleaning. | <p>Update risk assessment and method statements to reflect change in practices as and when legislation changes.</p> <p>Ensure that the cleaner is properly briefed on a safe method of cleaning.</p> <p>Provide gloves, masks and aprons for the cleaner and to be stored in the Cleaning Cupboard in the school room.</p> | <p>Update cleaning regime (?? to speak with cleaner).</p> <p>Purchase of gloves, masks and aprons.</p> <p>New bin for used PPE to be purchased.</p> |

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| | | | Provide check list for cleaner and users to complete. |
| 21 | Materials not available to properly clean surfaces after use. | Close church until appropriate materials have been sourced and are available to all users. This means that the cleaning cupboard cannot be locked, or that a spare key for the cupboard must be made available to each user of the premises. | Ensure adequate supply of accessible materials. Do not lock cleaning cupboard. |
| 22 | Excess rubbish building up on site | Replace all internal bins with foot operated lids. All users to remove their waste from site or place in suitable external lidded refuse bins | Source appropriate bins, ensure adequate supply of rubbish sacks. |
| 23 | Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises. | Isolate the person in the entrance area as soon as possible and make arrangements for them to be taken home or into medical care. Person supervising them to be provided with face mask, disposable gloves, and apron. Supervisor should return home, shower, and wash clothes ASAP. Follow procedure for “Someone with Coronavirus is found to have visited the building.” | PPE to be provided and stored in the vestry. All other attendees to exit via the other external doorway(s) |
| 24 | People attend who have symptoms of coronavirus. | The member who is welcoming attendees to be briefed to ask new people if they believe they have symptoms and if so respectfully decline entry to them. Existing members to be reminded of their responsibility not to attend if they have any symptoms. Signage to remind people of the symptoms of the coronavirus. Masks to be provided in case they are required. | Congregations to be briefed. Signage to be purchased/produced and put in place. Disposable masks to be purchased, stored in the |

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| | | | vestry and made available. |
| 25 | Someone with Coronavirus is found to have visited the building. | <p>Display signage asking those with symptoms to return home and brief preacher and Church Council members.</p> <p>Request attendees that, should they develop symptoms, they immediately inform United Church Ministers.</p> <p>Register of all attendees to be kept each week by each user group. Collect contact details of all new people entering the building using the TMCP Test and Trace record forms (or similar). Forms to be retained for 21 days by appropriate member of the church. Data protection information to be displayed in entrance</p> <p>Close the building immediately for 72 hours and inform other user groups.</p> <p>After 72 hours ensure strict clean of the building is conducted. Double bag waste and store it securely for 72 hours in school room before placing it in bins.</p> | <p>Signage to be produced.</p> <p>Stewards to be briefed.</p> <p>(NB: User groups to maintain register and details of new people attending.)</p> <p>Suitable receptacle for contact details to be sourced.</p> <p>Details of any suspected Covid incidents to be communicated to United Church leaders for passing on to attendees</p> |
| 26 | Increased risk of airborne transmission of disease. | <p>Limit the number of people entering the building to ensure social distancing can be maintained (Currently 30 plus the preacher for services), but this will vary dependent upon the number of family units.</p> <p>All attendees to wear suitable face coverings. If anyone is unable to wear a face covering for medical (or psychological reasons) they should be asked not to attend.</p> <p>Windows to be left open during use to ventilate the building.</p> | Chairs to be laid out as current scheme and not rearranged – 1.5m between “pairs” of chairs. |

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| 27 | Increased risk of virus transmission through communal singing once permitted by local legislation | <p>As of August 2020 this is prohibited by law. To be reviewed once legislation is amended.</p> <p>To enhance the “church” atmosphere, play some quiet worship music via CDs or Ipod as the congregation arrives, and also as they leave.</p> <p>Only 1 person to be responsible for handling sound system.</p> | Not permitted at present. |
| 28 | Increased risk of virus transmission through communal eating and refreshments after worship | <p>As of August 2020 this is permitted under legislation, but is discouraged by both denominations. To be reviewed in 3 months.</p> | <p>Not permitted at present. No use of kitchen facilities.</p> <p>Kitchen to be locked to avoid anyone entering</p> |
| 29 | Children’s activities | <p>Users of the building to ensure that equipment, toys, furniture are clean and sanitised before and after use. If children’s work is to take place, parents should ensure children bring own toys if staying in the service.</p> | Responsibility of leaders of groups. |
| 30 | Risks from Holy Communion | <p>All celebrants to follow the Legislative Guidelines current at the time. Purchase of sealed elements is being pursued by Circuit Office.</p> | Responsibility of leaders of groups. |
| 31 | General details | <p>At all times social distancing requirements must be followed and good hand and general hygiene observed.</p> <p>All rubbish must be securely bagged and removed from site by the users.</p> | Responsibility of leaders of groups. |
| 32 | Water for the preacher etc. | <p>Bottled water, and disposable cups to be made available for the preacher, and also in case anyone attending feels unwell during the service.</p> | Disposable cups available on site. |

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| 33 | Increased risk of virus transmission through speaking during the service | <p>Kennington has a tradition of sharing good, and not so good, news during the service. This can lead to a longer service, and also the risk of virus transmission, but is an essential part of Kennington “life” as a community.</p> | <p>Encourage people to communicate news to preacher, or nominated person) in advance, and to leave quickly to be available for the 1100 Zoom meeting or create a Zoom meeting for Kennington folk only.</p> |
| 34 | Pressure to restart lettings | <p>Ensure Action Plan is complete.</p> <p>See Guide for Other Community Groups from Methodist Church</p> <p>Check that proposed use of the building is in line with current legislation and guidelines from the government</p> <p>Ensure that letting agreement is current and up-to-date, modify if required.</p> <p>Reduce the space that is used by the lettings, to the main hall only.</p> <p>Provide copy of this document to all hirers and instruct them to agree to follow the actions outlined and to brief their own members of actions required for safe use of the building. Hirers to provide their own risk assessment against their activity, a walk through with the lettings secretary (or nominated person) to ensure hirers understand procedures, maybe necessary.</p> <p>Compliance with Risk Assessment to be monitored.</p> <p>Agree and document who is responsible for cleaning rooms between uses.</p> | <p>Lettings Secretary to check usage and to provide risk assessment from church and to receive risk assessment from hirers.</p> <p>Decision to be taken by Church Council. Risk assessments required in each case to be approved by Circuit Risk Assessment Group.</p> |

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| 35 | Visiting preachers not aware of the covid-19 arrangements. | Church Arrangements to be communicated to local preachers who are planned to worship at the building. | Briefing document for preachers to be prepared. |
| 35a | Use of visors by preachers | Following discussions after the re-opening of 6 of our churches on Sunday 6/9/2020 , and in consultation with Janet Carter who is the circuit lead on re-opening and risk assessment, it has been decided that preachers do NOT need to wear face visors when leading worship. | Leaders of worship to remain at an increased distance of 3m from the nearest members of the congregation. |
| 36 | Internal groups wishing to restart. | <p>Ensure that action plan is complete.</p> <p>Check that proposed use of the building is in line with current legislation and guidelines from the government</p> <p>Group to draw up risk assessment, using this document as guidance. Risk Assessment to be approved by UCA Covid-19 Return advice group.</p> | Lettings Secretary to ensure this is completed in discussion with the group leader. |

Covid-19 Risk Assessment