

Covid-19 Risk Assessment

Name & Address of Church	United Church Cade Road, Cade Road, Ashford, Kent, TN23 6JE	Initial Assessment under taken by D Challoner
Area of Building Assessed	Whole Building	Date of Initial Assessment 29/7/2020 Date to be Reviewed 14/10/2020 (Although this is a living document and will be reviewed in light of any changes in legislation local or national, or in light of any observed issues once open)

Version number	Date	Comments	Updated by
1.00	29 th July 2020	Risk Assessment prepared for review to be circulated to United Church Ashford Covid-19 Risk Assessment Group.	D Challoner
1.05	3 rd August 2020	Updated to include rulings regarding facemasks	D Challoner
1.10	4 th August 2020	Update regarding one-way system and books.	D Challoner
1.15	11 th August 2020	Modification following meeting on site with R Hollands and K Miles	D Challoner
1.20	12 th August 2020	Modification related to organ area	R Stalker
1.25	21 st August 2020	Clarifications made to wording	D Challoner

1.30	21 st October 2020	Updated due to opening of Junior Church and Covid alert levels. Pre-opening tasks now complete and removed.	D Challoner
------	----------------------------------	---	-------------

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>
Local area moves into Teir 3 of Government Covid alert level	In ‘local COVID alert level: high’ or ‘very high’, people must not mingle with anyone they do not live with or have formed a support bubble with.	Trustees (or Ministers and Senior Steward) to make a decision whether to remain open or to continue worshipping within the guidelines of not mingling.
Potential contamination of water system (Legionella)	Water system has been flushed weekly. 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. Taps and toilets to be flushed weekly.
Seating in areas to be used for worship.	Seats to be placed out in pairs 1.5 metres apart, congregation to be told to fill up seat furthest from the doors, and to leave closest to the doors first. Seats not to be moved. Consider placing seats ready in the extension for overspill from main room. Coffee bar chairs and plastic chairs used as easier to clean for services (need to check numbers).	Seating to be put into place and left. Consider whether extension to be used to provide extra space with audio and projection streamed.

<p>Items on surfaces make cleaning regime difficult.</p>	<p>Clear surfaces as much as possible and move to storage/dispose of.</p> <p>No documents to be left on the table in the entrance foyer following a service and disposable items to be thrown away/recycled.</p> <p>Organ music and hymn books need to be stored away near to organ.</p>	<p>Welcome steward to ensure table clear at end of service.</p>
<p>Items that may be handled by more than one person increase the risk of cross contamination.</p>	<p>Hymnbooks to be available as necessary, but to be put into plastic container at the end of the service. Congregation encouraged to bring their own book with them if they wish to use one. One week sitting in the container will be sufficient for safety.</p> <p>Use of projection system for all items.</p> <p>Notices to be digital/vocal for the time being – encourage all members of the congregation who have an email address to sign up. Vestry Steward to use radio microphone for notices and prayer for the preacher prior to the start of the service.</p> <p>Readers to use their own bible/printed copy of text. Readers to make use of radio microphone in their seats.</p> <p>Preacher to use Lapel microphone, this to be placed on the lectern prior to their arrival and left their at the end of the service.</p> <p>All microphones to be wiped down after use and put away by AV controller.</p>	<p>Plastic container for storage of Hymnbooks.</p> <p>Collection box to be placed on table and gloves to be purchased.</p>

	<p>Collection to be via collection box placed on the foyer table during exit, money to be placed into safe and left until the following Sunday for counting. Person putting money into the safe to wear gloves.</p> <p>Foyer doors into church area to be left open permanently.</p> <p>Playing or organs and piano – at the moment we only have one organist, so risk is mitigated. Normal cleaning regime will be fine.</p>	<p>Organist to check for safe cleaning method for organ keys with Organ World.</p>
<p>Too many people gathering in the building.</p>	<p>Control number entering the building, seating laid out for 36 (inc Preacher, Organist, Projectionist and AV control). Possibility of 2 extra seats for groups of 3 attending. This number to be monitored as we get a feel for who is attending. The whole congregation to be aware of the maximum number and the Welcome Stewards to be trained and briefed on the protocol.</p> <p>Online pre-booking system put in place for most attendees to use, welcome steward checks register and adds names and details (phone/email) where appropriate.</p>	<p>Welcome Stewards to monitor attendance in the building.</p>
<p>Those using the building don't respect distancing guidance.</p>	<p>Distancing markers to be placed on pathway from the car park, all those wanting to enter the church must do so from that direction. Markings to be placed on Foyer floor.</p> <p>Signage to be used to prevent access from side ramp and step by front door.</p> <p>Signage to be clear in the building to encourage the use of appropriate spacing.</p>	<p>Markers and signage to be purchased/produced and put in place.</p> <p>Stewards to be briefed.</p>

	<p>Stewards to be aware and reinforce the message.</p> <p>Seating to be placed appropriately and congregation asked not to move it.</p>	
<p>People attend who have symptoms of coronavirus.</p>	<p>Stewards to be briefed to ask people if they believe they have symptoms and is so respectfully decline entry to them.</p> <p>Signage to remind people of the signs and symptoms of the coronavirus.</p> <p>Welcome Stewards to wear a mask.</p>	<p>Stewards to be briefed.</p> <p>Signage to be purchased/produced and put in place.</p> <p>Disposable masks to be purchased and made available.</p>
<p>Congestion at choke points prevent distancing being maintained.</p>	<p>Entrance before the service to be through the main foyer, with anyone who needs to leave the building during that time to do so via the Vestry, Extension or Coffee Bar Fire Exits (all to be opened). No entry into the building once the service has started.</p> <p>Exit at the end of the service via Main Foyer doors and any entry back through the Fire Exits. We will run a First in, last out system.</p> <p>Junior church to enter via the foyer and go straight to the extension and leave after the service with parent/guardian(s) via the extension fire exit into.</p> <p>Welcome stewards to encourage people to move into the main room and take a seat and not to congregate at the door.</p> <p>Stage area with musical instruments presents issues with proximity. Only organist to be present on the stage area, no others to access.</p>	<p>Stewards to be briefed.</p> <p>One-way system to be clear marked out.</p> <p>Congregation and preachers to be briefed.</p>

<p>Cleaning staff unable to comply with safe working practice for cleaning.</p>	<p>Update risk assessment and method statements to reflect change in practices.</p> <p>Ensure that the cleaner is properly briefed on a safe method of cleaning.</p> <p>Provide gloves and aprons for the cleaner.</p> <p>Designated receptacle for PPE to be in place.</p> <p>Cleaning Churches during Covid-19 guidance to be reviewed.</p>	<p>Update cleaning regime (Peter and Rachel to speak with cleaner).</p> <p>Purchase of gloves and aprons.</p> <p>New bin for PPE to be purchased.</p>
<p>Materials not available to properly clean surfaces</p>	<p>Close church until appropriate materials have been sourced.</p>	
<p>Contamination from high-touch areas such as door handles and switches</p>	<p>Agreed person to be present first to open the building and all internal doors. All doors (except fire doors) to be wedged open to reduce contact with handles. Appointed person to also lock up after the service and ensure that all doors are closed, and fire escapes secured.</p> <p>All door handles to be wiped with appropriate wipes after services/bookings.</p>	<p>Ensure all know who is opening and closing building.</p> <p>Wipes to be purchased.</p>
<p>Contamination from surfaces in the toilet</p>	<p>Clear signage asking people using the toilet to use appropriate wipes to clean toilet handles and seats after use. Bin to be provided for wipes with signage to use that rather than flush. Toilets to use a one in one out system, with entry and exit via the Foyer. Only the Disabled Toilet to be used for the time being. A Toilet Steward to be appointed to be aware of whether someone is in the toilet or not.</p>	<p>Signage to be produced.</p> <p>Wipes and bin to be purchased.</p> <p>Update cleaning regime (Peter and Rachel to speak with cleaner).</p>

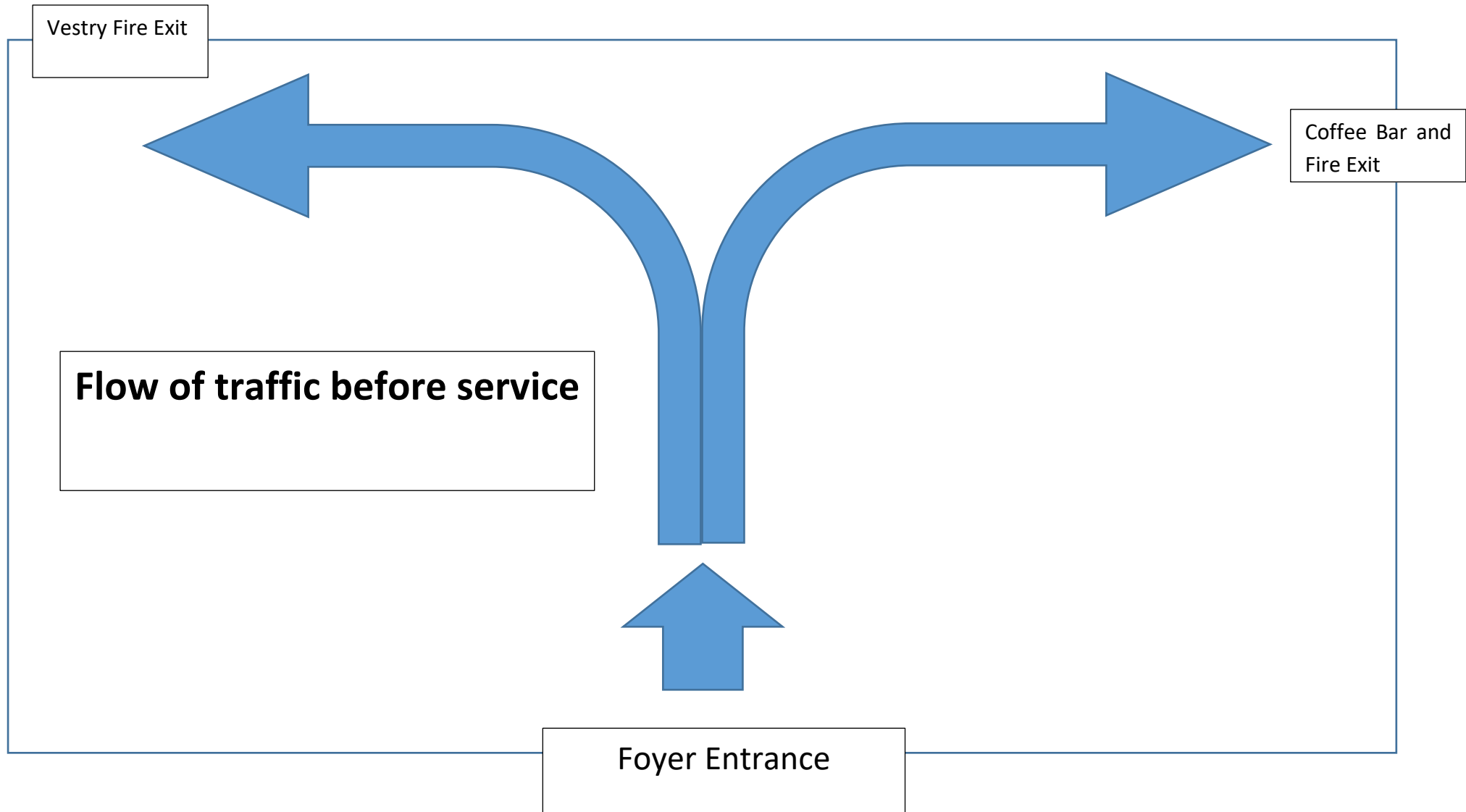
	<p>Cleaner to clear all surfaces in toilet area once building has been opened.</p>	<p>Main toilets to be taped/locked off.</p>
<p>Someone with Coronavirus is found to have visited the building.</p>	<p>Display signage asking those with signs and symptoms to return home and brief stewards.</p> <p>Names and addresses of those attending worship to be collected initially via the pre-booking system and then Welcome Stewards are to ensure all are registered. Forms to be retained for 21 days by Data Officer and then destroyed. Data protection information to be displayed in entrance.</p> <p>NHS Test and Trace QR Code to be displayed in Foyer. Test and Trace will contact church (D Challoner) to inform of any positive tests, information on those attending will be shared.</p> <p>Close the building immediately for 72 hours.</p> <p>After 72 hours ensure strict clean of the building is conducted.</p> <p>Double bag waste and store it securely for 72 hours before placing it in bins.</p>	<p>Signage to be produced.</p> <p>Stewards to be briefed.</p> <p>Data Officer to provide copies of the forms and collect at the end of the service.</p>
<p>People may carry Coronavirus into the building on their hands.</p>	<p>Require everyone to sanitise their hands upon entry and exit, using hand sanitiser provided in entrance foyer. Stewards to ensure that this is conducted.</p> <p>It is mandatory to wear a face in indoor public spaces, but not for out-of-school settings like junior church.</p>	<p>Hand Sanitiser to be provided.</p> <p>Signage to be provided.</p>

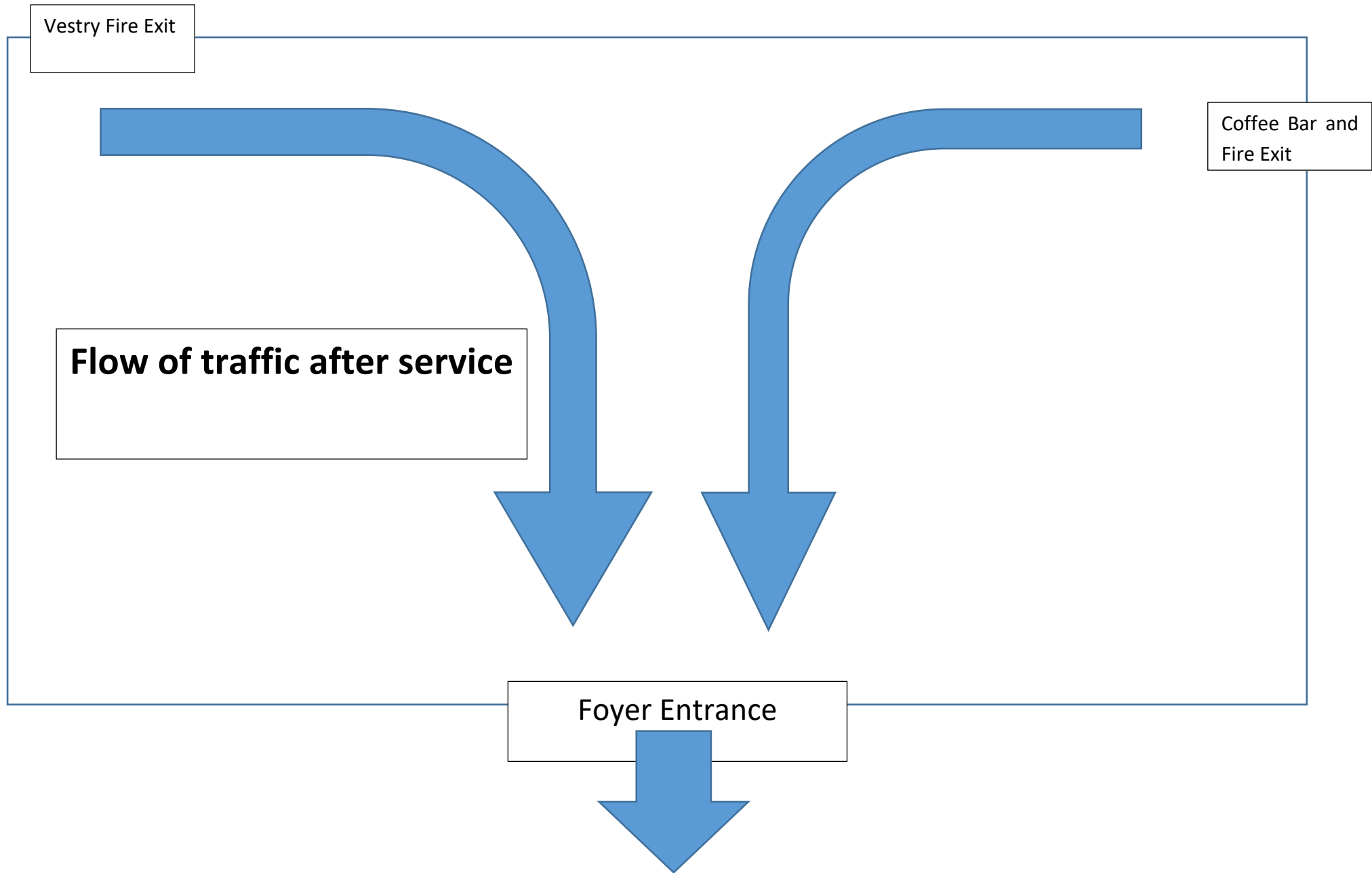
	Clean signage to be put in place to ensure compliance.	
Increased risk of airborne transmission of disease.	Limit the number of people entering the worship space to ~36 All doors and windows to be left open to ventilate the building during use. This to be completed by the appointed opener.	Limit to be determined.
Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises.	Isolate the person in the coffee bar 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.
Increased risk of coronavirus spread through communal singing	Communal singing is currently prohibited in law. Organ music/pre-recorded singing to be considered for use in service for the time being.	Discussion with preachers and Robin to take place.
Increased risk of virus transmission through communal eating and refreshments after worship	Fellowship after the service is not to take place and members of the congregation are asked to leave the building following a service as swiftly as possible. Encourage congregation not to gather in the car park for conversations and to return home as swiftly as possible.	Congregation to be informed and reminded at the end of the service.

<p>Junior church not able to operate</p>	<p>Parents to be asked to ensure that children have an activity with them for the time they are at church.</p> <p>Services to ensure they include an All-Age element to them.</p>	<p>Discussion with Junior Church leaders/Parents and preachers.</p>
<p>Risk of virus transmission during acts of Holy Communion</p>	<p>If offered:</p> <ul style="list-style-type: none"> • Minister NOT to speak over the elements. • Gloves to be worn when preparing the elements and cleaning up afterwards. • Collection of elements on entrance to the church to prevent movement of anyone around the church area and maintaining social distancing. Containers to be taken away and disposed of at home by congregation. • Single use containers hosting a wafer and wine to be used. <p>See Guide for Holy Communion from Methodist Church</p>	<p>Clear information to be provided to congregation.</p> <p>Single use containers being provided by Ministers.</p>
<p>Visiting preachers not aware of the covid-19 arrangements.</p>	<p>Church Arrangements to be communicated to local preachers who are planned to worship at the building.</p> <p>Vestry Steward to ensure to brief the local preacher before the service.</p>	<p>Briefing document for preachers to be prepared.</p>
<p>Pressure to resume external lettings.</p>	<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>Lettings Secretary to check usage and to provide risk assessment from church and to receive risk assessment from hirers.</p>

	<p>Ensure that letting agreement is current and up-to-date.</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 ask 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>Internal groups wishing to restart.</p>	<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>	<p>Lettings Secretary to ensure this is completed in discussion with the group leader.</p>

Covid-19 Risk Assessment





Vestry Fire Exit

Coffee Bar and
Fire Exit

Flow of traffic after service

Foyer Entrance