

# Covid-19 Risk Assessment

## Version Control

Version	Date	Comments
V1	11/08/20	Approved by CLT
V1.1	17/08/20	Typos Corrected b AJA
V1.2	17/12/20	No change – still appropriate for up to Tier 3
V1.3	23/03/21	Missing reference to QR code for Track and Trace added
V2.1	20/07/21	New version following removal of legal restrictions.

## Introduction

Below is the risk assessment for the Management of user groups and common areas of Christ Church Woodley building, this has been built using the guidance from The Methodist Church UK as updated for 3<sup>rd</sup> August 2021 updates. This is a live document and will be reviewed each time new guidance is provided by Government and or The Methodist Church UK.

The Trustees of Christ Church Woodley need to sign off on this and all future updates and the church cannot be open for use unless the box below shows that the trustees have signed off on this risk assessment and any procedures it call upon.

<b>Name &amp; Address of Church</b>	<b>Christ Church Woodley, Crockhamwell Rd, Woodley, Reading RG5 3LA</b>		<b>Assessment initially undertaken by – James Peddle &amp; Tony Atkins</b>
<b>Area of Building Assessed</b>	<b>The whole building for the management of user groups and common areas</b>		<b>Date of Initial Assessment – 11/08/2020</b> <b>Date to be Reviewed – as needed and no later than 21<sup>st</sup> December 2021</b>

## Trustees Sign off

<b>Date</b>	<b>Signature on Behalf of CLT</b>	<b>Comments</b>
17/08/20	Tony Atkins (CLT secretary) on behalf of all CLT	Risk Assessment signed off. Procures to follow.
17/12/20	Tony Atkins (CLT secretary) on behalf of all CLT	No changes needed – valid up to Tier 3.
23/03/21	Tony Atkins (CLT secretary) on behalf of all CLT	No change needed for reopening apart from missing QR code reference added.
21/07/21	Tony Atkins (CLT secretary) on behalf of all CLT	New version following removal of legal restrictions and simplification of requirements.

**Coding for Risk assessment** Likelihood: 1 = Seldom, 2= Frequently, 3= Certain or near certain

**Severity:** 1 = Low (minor injury), 2 = Medium (serious injury), 3 = High (fatality) **Risk Rating:** 1-2 = low, 3-4 = medium, 6-9 = high priority

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Risk assessment pre-control			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>	Action Plan <i>What needs to be done and by whom?</i>	Post-control risk
		Likelihood	Severity	Risk Rating			
<b>Social Distancing</b>							
Contamination between groups	everyone	3	2	6	Where there is risk of congestion between entering and exiting groups, alternative entrances and exits can be used including use of fire exits if appropriate.  Sessions within a particular booking should have staggered arrival and departure times to avoid conflict.  Attendees in corridors should maintain 1m distance when passing and not to mingle. Masks are encouraged to be worn.	Each group to make their attendees aware of their routes and remind them of distancing rules and mask wearing.	1 X 2 = 2
Contamination on entry to building	everyone	3	2	6	Groups to manage queuing system and provide hand sanitiser	Group RA.	1 X 2 = 2

Contamination on exit	everyone	3	2	6	Groups to manage exiting flow of people and discourage mingling.	Group RA.	1 X 2 = 2
Contamination with in groups	everyone	3	2	6	Groups to control their users to avoid contamination, they must submit risk assessment to cover all aspects, which will need to be approved by CCW CLT. Risk assessment to cover at least the following areas: Entry to building. Cleaning within group's room(s). Exit from building. Track and trace. First Aid/illness within the group. Supervision. Monitoring & Training.	Pro forma risk assessment to be available(CLT) Checking and recording risk assessments. (CLT)	1 X 2 = 2
Too many people for an area	Everyone	2	2	4	Maximum capacity to be defined by group. Booking/invitation system to be put in place not allowing unregistered access and not exceeding safe capacity.	Group RA	1 X 2 = 2
Persons needing to leave group early	Everyone	2	2	4	Group to manage early exits and limit access to toilets to avoid overcrowding therein.	Group RA	1 X 2 = 2
Persons arriving late to group	Everyone	2	2	4	Group to monitor entrances at all times and apply arrival procedure as described above.	Group RA	1 X 2 = 2

Overcrowding in common areas (not toilets, Kitchen)	Everyone	2	2	4	Attendees should be aware of others in common areas and maintain safe distance and avoid overcrowding.	Group RA	1 X 2 = 2
Overcrowding in toilets	Everyone	3	2	6	Groups to manage users exiting their group for toilet (in conjunction with other groups as required) and avoid overcrowding.	Group RA	1 X 2 = 2
Using Kitchens	Everyone	2	2	4	Kitchen/servery not to be used except by Rainbow Café and approved church use.	Groups not to use.	1 X 2 = 2
Non group users enter building unmanaged	Workers, stewards	3	2	6	All persons needing to enter building must be aware of other users and avoid contact with groups, maintaining safe distance in common areas and using sanitiser/hand washing.	Signage (property)	1 X 2 = 2
<b>Cleaning / Hygiene</b>							
Contamination in building before use	everyone	2	2	4	Clean all areas of building to be used on a daily basis, including emptying bins	Cleaning Team. Chart to record cleaning in each room.	1 X 2 = 2

Contamination between groups using building	everyone	3	2	6	High touch points to be cleaned by group before and after room used and between sessions.	Group RA.	1 X 2 = 2
People arriving with possible Covid19	everyone	2	3	6	All possible attendees told not to come if they suspect they may have a covid19 infection or are isolating	Group RA	1 X 3 = 3
People entering bringing Covid19 in on their hands	everyone	2	2	4	Need to provide at a minimum access to hand sanitiser on the way in.	Group RA	1 X 2 = 2
Person who is Covid19 vulnerable arriving for a group	unknown	2	3	6	Group needs to discover who is vulnerable (and to what degree) in the potential congregation. Determine if group can handle that person's vulnerability and either put those requirements in place OR tell them not to attend. .	Group need to find out who is vulnerable - link with booking/inviting system (Group RA)	1 X 3 = 3 Groups may need to warn people that vulnerabilities may not be accommodated
People leaving remove masks then touching face with contaminated hands	everyone	2	2	4	Need to provide at a minimum access to hand sanitiser on the way out so people can protect themselves by cleaning their hands before taking their mask off.	Groups to provide (Group RA)	1 X 2 = 2

Coughs and sneezes	everyone	2	2	4	Signs and posters to increase awareness of good hand washing technique –those in the building should catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.	Signage (property)	1 X 2 = 2
Group users becoming ill or having accident	everyone	1	3	3	When group tending to person PPE (mask, gloves) to be worn. Contact telephone number required.	Training & gathering contact numbers (Group RA)	1 X 3 = 3
Contamination of common areas (not toilets, Kitchen)	Everyone	3	2	6	Groups to clean as necessary & inform users about possible contamination in common areas. – not touching & leaving directly.  Remove unnecessary objects from common areas.	Groups RA  Cleared areas (property)	1 X 2 = 2
Contamination in toilets	Everyone	3	2	6	Procedure to use toilet [Clean hands, use facilities, clean what has been touched, wash hands].	Signage (property) Paper towels and anti-bacterial soap available (property).	1 X 2 = 2
Non group users enter unclean areas	Workers, stewards	2	2	4	All persons needing to enter building must appropriately clean area entered/worked in, before occupation and on leaving	Cleaning materials available (property)	1 X 2 = 2
<b>PPE</b>							
Spread of covid19 via breathing.	everyone	2	2	4	From 19 <sup>th</sup> July 2021 it is no longer mandatory for all to wear a face mask in indoor public spaces, but use is to be encouraged in enclosed public areas.	Group RA  Signage (Property).	1 X 2 = 2

Spread of covid19 via cleaning.	Anyone cleaning	2	2	4	All doing cleaning to have gloves and masks available	Group RA Cleaning Team	1 X 2 = 2
<b>Information and Guidance</b>							
Track and Trace	everyone	2	2	4	The Government has requested that churches in England assist the NHS Test and Trace service by use of a QR code at entrance and registers being kept by each group.	Group to confirm details of system to use. (Group RA) Signage (property)	1 X 2 = 2
Person enters building not knowing covid procedures	everyone	3	2	6	All groups to inform their users of procedures Notices to display rules about masks, distancing etc to be displayed at entrance.	Group RA Signage (property)	1 X 2 = 2
Covid procedures change	everyone	3	2	6	Church to inform group leaders of changes Groups to inform their users of new procedures	Hall Supervisor Group RA	1 X 2 = 2