

# Covid-19 Risk Assessment – Church Services

## Version Control

Version	Date	Comments
V1	11/08/20	Accepted by CLT (signing risk added)
V1.1	17/08/20	Typos removed by AJA
V2	10/12/20	Adjusted to allow for changes to the risks and their mitigations after review of procedures in active use
V2.1	23/03/21	No change
V3	19/07/21	Updated following removal of legal restrictions to lower social distance from 2m to 1m to 1.5m except in a "safe" area. Masks to remain mandatory and must be worn during singing especially.

## Introduction

Below is the risk assessment for Christ Church Woodley, this has been built using the guidance from The Methodist Church UK as for 3<sup>rd</sup> August 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 public worship unless the box below shows that the trustees have signed off on this risk assessment and any procedures it calls upon.

## Trustees Sign off

<b>Name &amp; Address of Church</b>	Christ Church Woodley, Crockhamwell Rd, Woodley, Reading RG5 3LA		<b>Assessment undertaken by - Neil Graham, with help from Back to Worship Committee and CLT</b>
<b>Area of Building Assessed</b>	The Church – including main church entrance and crèche and passageway to toilets and bottom door.		<b>Date of Initial Assessment – 06/08/2020 reviewed 10/12/2020, 23/03/2021 no change deemed necessary as church closed Easter 2021 and none expected for May reopening. Reviewed 19<sup>th</sup> July</b>  <b>Date to be Reviewed – as needed and no later than 21<sup>st</sup> December 2021</b>

<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.
10/12/20	Tony Atkins (CLT secretary) on behalf of all CLT	V2 amending cooling off period procedure and exit procedures.
23/03/21	Tony Atkins (CLT secretary) on behalf of all CLT	No change needed – none expected for May reopening
19/07/21		New version

**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

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place.</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Risk assessment pre-control</b>			<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>	<b>Post-control risk</b>
		<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>			
<b>Social Distancing</b>							
Queue on entry to building	everyone	2	2	4	Posters or banners remind people to keep a 1-metre space when queuing.	Need to design and purchase a banner or poster that could be on the wall where a queue would be formed. (CLT)	1 X 2 = 2
Queue on entry to church & finding a seat	everyone	2	2	4	Have stewards to keep people moving and fill the church from the end of the one-way system, feeding back to the beginning.	Stewards need to be fully briefed and direct people to areas with space	1 X 2 = 2
Queue to exit after service	everyone	2	2	4	Ask people to remain seated until they are invited to leave by the stewards. Have a steward release people section by section (in rows), closest to the exit first.	Stewards need to be fully briefed	1 X 2 = 2

Social distance within the church itself	everyone	3	2	6	The church has been laid out such that there is a larger one-way corridor in the church itself. Seating needs to be re-arranged to make sure households and bubbles can sit together, but there is an easy way to distance between different households/bubbles. Rows will be 1-1.5m apart and 2 empty seats should be left between each bubble. A "safe" area will be created in front of the Banner with 2m distancing,	Stewards need to check the layout is as required Signage for "safe" area.	1 X 2 = 2
Singing occurs unmasked	everyone	2	2	4	Singing is only allowed provided masks are kept on.  A soloist or small choir is allowed but must be distanced from congregation and each other suitably.	Announcements and monitor congregation by stewards (Senior Worship Steward)	1 X 2 = 2
People wishing to stand and talk	everyone	2	2	4	We need to ask people to do this after the service outside in the car park well away from the route people will use to get out and to their cars or the pavements to walk home. This may not be allowed under some high tiers.	A reminder before/after the service. A sign at the exit reminds them to leave room for others to get out.	1 X 2 = 2
Social distance in the office area	Stewards, Sound/ vision techs, preacher, worship leaders	1	2	2	This area should be limited to a small number of people at any one time. The cupboards, where there may be high touch points, should have a cleaning spray nearby so people can clean after they have touched. On entering care should be taken to not break social distance.	Stewards need to be fully briefed (Senior Worship Steward).  Stewards need to make sure visitors are aware of the rules in place.	1 X 2 = 2
Too many people for the worship area	Congregation	2	2	4	Maximum capacity to be defined for area. Over capacity arrivals to be turned away. The limit will be set at 60 attendees.	Stewards to monitor	1 X 2 = 2

People need to leave before the end of the service	All	2	2	4	Clear exit route for all seats, maintaining distance. Active stewarding.	Stewards to direct	1 X 2 = 2
People arriving after the service started	All	2	2	4	Steward entrance at all times. Direct people to available seats.	Stewards to direct	1 X 2 = 2
<b>Cleaning / Hygiene</b>							
Possible contamination of worship area and equipment	everyone	2	2	4	Where possible the worship area and any equipment should not to be used for 48 hours before service. If a funeral, wedding, additional service or other usage means it is not possible to have a 48 hours gap, then the church needs a full clean, on touch points like chairs, door handles and equipment used, prior to the next service.	Groups encouraged to do own cleaning after used.  Daily cleaning of touch points by Cleaner (Monday-Saturday).	1 X 2 = 2
Possible contamination of vestibule area/items	everyone	3	2	6	Area/items to be cleaned.	Groups encouraged to do own cleaning after used.  Daily cleaning of touch points by Cleaner (Monday-Saturday).	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. Signs to say the same at the entrance.	Signage	1 X 3 = 3

People coming into the building potentially bringing Covid19 in on their hands	everyone	2	2	4	We need to provide at a minimum access to hand sanitiser on the way in. .	Stewards to make sure sanitiser is available on the day.	1 X 2 = 2
Person who is Covid19 vulnerable arriving for service	unknown	2	3	6	Need to discover who is vulnerable (and to what degree) in the potential congregation. Determine if we can handle that person's vulnerability either put those requirements in place OR tell them not to attend.	Stewards to be aware and direct vulnerable to "safe" area. Signage	1 X 3 = 3  Need to warn people that vulnerabilities may not be accommodated
People leave taking masks off, then touching their faces. Risk they will have touched a contaminated surface whilst in the building	everyone	2	2	4	We 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.	Stewards to make sure sanitiser is available on the day.	1 X 2 = 2

Coughs and sneezes	everyone	2	2	4	Signs and posters to increase awareness of good hand washing 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.	Tissues available. Signage	1 X 2 = 2
People becoming ill or having accidents during service	everyone	1	3	3	When tending to person PPE (mask, gloves) to be worn. Contact telephone number is required.	Train stewards. Gather contact numbers	1 X 3 = 3
<b>PPE</b>							
Spread of covid19 via breathing	everyone	2	2	4	Though it is no longer mandatory to wear a face mask in indoor public spaces (this includes churches), we will need signage to request that masks are still worn indoors. Preachers and readers are ok to remove their mask whilst performing their functions so long as social distances are kept.	Signage and training.	1 X 2 = 2
The risk of high touch places spreading Covid19 is greater for those that need to touch said places	Stewards, preachers, AV techs, etc.	2	2	4	Where sensible, cleaning materials should be near high touch areas or items (organ, Piano, AV equipment); where not possible, gloves should be available to be used by the members that need to touch these items (reserved signs, collection bowl, counting money, etc).	Supply cleaning equipment & PPE, training	1 X 2 = 2
<b>Information and Guidance</b>							

Someone who later tests positive attends.	everyone	2	2	4	The Government has requested that churches in England continue to use the NHS Test and Trace service.	Track and trace QR code to be available at entrance.	1 X 2 = 2
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