

# Covid-19 Risk Assessment Version 4

<p><b>Name of Church</b></p> <p>Stansted Free Church</p>	<p><b>Assessment undertaken by</b></p> <p>Marion Dyer, Alan Wheeler, Michael Dyer</p>
<p><b>Address</b></p> <p>Chapel Hill Stansted CM24 8AG</p>	<p><b>Area of the building assessed</b></p> <p>Entrance Lobby Foyer Church Minister's vestry Room adjoining vestry Toilets Kitchen Hall Hall Toilets Hall Kitchen</p>
<p><b>Date of Initial Assessment</b></p> <p>28<sup>th</sup> June 2020</p>	<p><b>Assessment Review Date(s)</b></p> <p>19<sup>th</sup> July 2020 7<sup>th</sup> August 2020 27<sup>th</sup> August 2020</p> <p>12<sup>th</sup> December 2020</p>

**Likelihood**

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

**Severity**

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

**Risk Rating**

- 1-2 = low priority
- 3-4 = medium priority
- 5-6 = high priority

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Actions Required / Notes
Spread of infection during arrival for worship	Everyone	1	3	3	<p>Most worshippers will walk or drive themselves to church. Where worshippers are dependent on lifts, any such arrangements are the responsibility of the parties concerned</p> <p>Worshippers to enter singly, keeping 2 metres apart, unless from the same household or bubble</p> <p>Queue outside if necessary keeping 2 metre distance</p> <p>Entrance lobby doors to be fixed open when weather permits</p> <p>Inside doors to be fixed open when possible, otherwise welcome steward to open doors for worshippers</p> <p>Welcome steward to stand inside lobby at far side to greet worshippers and explain procedures. Worshippers and stewards to wear a face covering</p> <p>Hand gel to be placed on table just inside lobby. All worshippers to use hand gel on arrival in lobby. Sign on table with gel explaining procedures</p> <p>Worshippers to proceed straight into the church, depositing their weekly offering on the plate on their way (if applicable)</p> <p>Regular worshippers to use same seat each week if possible</p> <p>Preacher to proceed to the vestry, and vestry steward to the adjoining room with door between open.</p> <p>Steward to advise preacher of any notices to be given</p>	<p>Signs on doors and table in entrance lobby</p> <p>Seating plan</p>

<p>Spread of infection during worship</p>	<p>Everyone</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Chairs placed 2 metres apart except for chairs allocated to couples. An additional chair to be placed in front of those needing assistance to lever themselves up. Minister to be at least 2 metres away from front row. Surplus chairs, and all toys to be cleared from the church</p> <p>Words of hymns etc to be printed and placed on seats each week in advance of the service, or displayed on screen. Anyone asked to deliver a bible reading during the service to bring their own bible to church if possible</p> <p>Music for hymns will be played but only sung by the congregation if permitted; otherwise words to be followed from books/sheets or on screen. The small group of singers will maintain enhanced social distancing from each other, the preacher, the congregation and the other musicians</p> <p>Weekly offerings to be placed in an envelope and put on the plate just outside the door into the church. Offerings to be collected by one of the treasurers after the service and left 72 hours before counting</p> <p>All worshippers to wear a face covering whilst inside the building</p> <p>To minimise time spent indoors, worshippers to leave church immediately after the service ends and proceed outside if they wish to chat. Preacher to leave via the vestry. Able-bodied worshippers asked to leave first so that less mobile worshippers can move at a comfortable pace. Everyone to leave singly via the main entrance doors keeping 2 metres apart, unless from the same household or bubble. Everyone to use the hand gel in the entrance foyer before exiting</p>	<p>Use of hymn books not permitted at the present time</p> <p>Congregational singing not permitted at the present time but small groups can sing to the congregation</p> <p>Everyone has a set of envelopes if applicable</p>
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**Holy Communion**

Congregation to bring their own bread. Minister to bring own chalice etc

Wine to be prepared in usual glasses placed in individual white dishes for distribution. Glasses and trays to be washed in the dishwasher prior to use for the first time. Person preparing the wine to wash hands thoroughly before and after. Persons distributing the wine to use hand sanitiser before distribution and also during distribution if hands accidentally touch any members of the congregation. Congregation to stay seated and wine will be brought to them

Congregation to leave glasses in the white dishes on the floor by their chair after the service. They will be collected in due course and washed in the dishwasher

<p>Spread of infection through touching hard surfaces</p>	<p>Everyone</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Kitchens in church and hall to be closed off except for cleaner, property steward and emergencies</p> <p>No fresh flowers to be placed in church</p> <p>No refreshments to be served before, during or after worship. Worshippers asked to bring their own bottles of water if required; property steward to place jug of water and paper cups on serving hatch and provide waste bin in case of emergency</p> <p>Ladies and gents toilets to be closed off with instructions to use disabled toilet only. Vestry toilet for preacher's use only</p> <p>People using the toilets asked to use hand gel when entering and leaving the toilet, and spray all surfaces touched with antiviral spray before exiting. Hand gel, paper towels and waste bin to be placed on a table just outside the disabled toilet. Antiviral spray to be placed inside the toilet</p> <p>Property steward to ensure all door handles and other surfaces in the church likely to have been touched are sprayed with anti-viral spray after all worshippers have left the building. Users of the hall to do likewise</p> <p>Cleaner visits church on Fridays. Anyone entering the church between Friday and Sunday in an emergency to sign visitor log sheet and wipe down or spray any surfaces touched before leaving</p> <p>Everyone asked to use hand gel when entering and leaving the church and hall</p> <p>Users of the hall to sign acceptance of <i>the Additional Terms and Conditions for Regular Hirers post Coronavirus Lockdown</i></p>	<p>Sign on doors</p> <p>Sign on door</p> <p>Sign on both sides of doors</p> <p>Visitor log sheet on table in entrance lobby</p>
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<p>Spread of infection through someone attending worship or using the hall who has the virus</p>	<p>Everyone</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Sign on table in entrance lobby and on outer door to remind people of the symptoms and not to enter if they suspect they have the virus</p> <p>The Health and Safety Officer will keep a record of those attending each service for 28 days in case needed for NHS Test and Trace</p> <p>Worshippers and stewards to wear a face covering</p> <p>If someone develops obvious symptoms during the service ask that person and everyone else to leave the church immediately. Close the church for at least 14 days and clean all hard surfaces</p> <p>If someone is diagnosed with the virus within 7 days of visiting the church, The Health and Safety Officer will advise other worshippers who were present on the same date</p> <p>Hall hirers will keep a record of those attending each week for 28 days in case needed for NHS Test and Trace</p> <p>Hall hirers to inform the Health and Safety Officer if someone is diagnosed with the virus within 7 days of visiting the hall</p>	<p>Signs on table and door</p> <p>Stated in additional terms and conditions</p> <p>Stated in additional terms and conditions</p>
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Spread of infection through worshippers not sure of procedures	Everyone	1	3	3	<p>Distribute the final risk assessment to the minister and all trustees before church re-opens. Display a copy in the entrance lobby and on the church website, and supply copies to members or worshippers on request</p> <p>Distribute a summary sheet of the procedures for Sunday worship and what worshippers need to bring to church to all known worshippers, the minister, and local preachers before church re-opens. Include acceptance sheet to be signed, stating they will adhere to the procedures and take responsibility for the safety of themselves and others. Returned sheets to be kept by the Health and Safety Officer for seven years after the end of the pandemic</p> <p>Display the URC <i>Staying Covid19 Secure</i> disclaimer notice on outer doors indicating that the church has complied with government guidance</p> <p>Door steward to remind worshippers of procedures on arrival each week, and have spare copies for visitors and those who ask for them</p> <p>Risk assessment and summary to be reviewed and updated if necessary at least once per month during the first 12 months following re-opening and thereafter every 6 months whilst these measures are still in place</p>	Acceptance sheet to be brought on first occasion at worship
Spread of infection to people entering the church between services	Cleaner, maintenance personnel, musicians or others preparing for worship	1	3	3	Property steward to ensure all door handles and other surfaces likely to have been touched are sprayed with anti-viral spray after all worshippers have left the building	

## Action Plan

Action	Who	Target Date	Completed
1. Contact all regular known worshippers to ascertain who wishes to return to church and whether they can all be accommodated	Marion		27 <sup>th</sup> June 2020
2. Create visitor log and place in entrance lobby.	Marion	1 <sup>st</sup> July	8 <sup>th</sup> July 2020
3. Produce signs identified in the risk assessment	Marion	12 <sup>th</sup> July	9 <sup>th</sup> July 2020
4. Remove surplus furniture and other items	Marion and Mike	12 <sup>th</sup> July	28 <sup>th</sup> June 2020
5. Devise seating plan	Marion, Mike and Alan	12 <sup>th</sup> July	30 <sup>th</sup> June 2020
6. Compile list of what worshippers may need to bring to church – eg offering envelopes, bible, bottles of water, face mask, hand gel etc	Marion	14 days before re-opening	10 <sup>th</sup> July 2020
7. Distribute list by email or by hand to those not on email	Trustees	At least 7 days before re-opening	7 <sup>h</sup> August 2020
8. Prepare summary of the procedures for Sunday worship and acceptance sheet, with instructions for returning the acceptance sheet	Marion	14 days before re-opening	6 <sup>th</sup> July 2020
9. Distribute summary sheet and acceptance sheet by email or by hand to those not on email	Trustees	At least 7 days before re-opening	7 <sup>h</sup> August 2020
10. Thorough clean of premises	Cleaner	10 days before re-opening	16 <sup>th</sup> July 2020
11. Display all signs and disclaimer notice	Marion and Mike	After cleaning	7 <sup>h</sup> August 2020
12. Place tables with gel and notices in entrance lobby and by disabled toilet. Arrange seating in church, with hymn books if applicable	Marion and Mike	7 days before re-opening	6 <sup>th</sup> July 2020
13. Devise rota for vestry and welcome stewards and list of duties	Marion	10 days before re-opening	8 <sup>th</sup> July 2020

