

Covid-19 Risk Assessment Version 6

<p>Name of Church</p> <p>Stansted Free Church</p>	<p>Assessment undertaken by</p> <p>Marion Dyer, Alan Wheeler, Michael Dyer</p>
<p>Address</p> <p>Chapel Hill Stansted CM24 8AG</p>	<p>Area of the building assessed</p> <p>Entrance Lobby Foyer Church Minister's vestry Room adjoining vestry Toilets Kitchen Hall Hall Toilets Hall Kitchen</p>
<p>Date of Initial Assessment</p> <p>28th June 2020</p>	<p>Assessment Review Date(s)</p> <p>2020: 19th July, 7th August, 27th August, 12th December</p> <p>2021: 22nd March, 27th July</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
Spread of infection during arrival for worship	Everyone	1	3	3	<p>Where worshippers are dependent on lifts, any such arrangements are the responsibility of the parties concerned</p> <p>Entrance lobby doors to be fixed open when weather permits. Inside doors to be fixed open when possible, otherwise welcome steward to open doors for worshippers</p> <p>Welcome steward to stand inside lobby to greet worshippers and explain procedures. Worshippers and stewards to wear a face covering when entering and leaving but may remove whilst seated during the service</p> <p>Hand gel to be placed on table in foyer. All worshippers to use hand gel on arrival. 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 named seat; some seats are allocated for visitors</p> <p>Preacher to proceed to the vestry, and vestry steward to the adjoining room with door between open</p>
Spread of infection during worship	Everyone	1	3	3	<p>Chairs placed at least 1 metre 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 1 metre away from front row</p> <p>A set of hymns books and a bible is allocated to each seat. Anyone asked to deliver a bible reading during the service is invited to use the lectern or speak from their seat if preferred</p> <p>Congregational singing is permitted and the congregation are invited to join in but remain seated</p> <p>Worshippers are encouraged to leave the church promptly after the service ends and proceed outside if they wish to chat. Preacher to leave via the vestry. Everyone invited to use the hand gel in the entrance foyer before exiting</p>

					<p>Holy Communion</p> <p>Delivery will be as pre-Covid by the minister, but congregation will remain seated</p>
Spread of infection through touching hard surfaces	Everyone	2	3	6	<p>No refreshments to be served before, during or after worship</p> <p>People using the toilets are asked to spray all surfaces touched with antiviral spray before exiting</p>
Spread of infection through someone attending worship or using the hall who has the virus	Everyone	1	3	3	<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 except when seated</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>
Spread of infection through worshippers not sure of procedures	Everyone	1	3	3	<p>Distribute updated risk assessments to all trustees and post on the website. Supply copies to congregation on request</p> <p>Summarise updated procedures and distribute by email or hard copy to the congregation</p> <p>Risk assessment and summary to be reviewed at least every 6 months and updated if necessary whilst these measures are still in place</p>