

Covid-19 Risk Assessment Version 7

Name of Church Stansted Free Church	Assessment undertaken by Marion Dyer, Alan Wheeler, Michael Dyer
Address Chapel Hill Stansted CM24 8AG	Area of the building assessed Entrance Lobby Foyer Church Minister's vestry Room adjoining vestry Toilets Kitchen Hall Hall Toilets Hall Kitchen
Date of Initial Assessment 28 th June 2020	Assessment Review Date(s) 2020: 19 th July, 7 th August, 27th August, 12th December 2021: 22nd March, 27th July, 21 st October (Trustees meeting)

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	2	2	<p>Where worshippers are dependent on lifts, any such arrangements are the responsibility of the parties concerned</p> <p>Welcome steward to stand inside foyer to greet worshippers. Worshippers and stewards are encouraged to wear a face covering when entering and leaving but may remove during the service</p> <p>Worshippers are invited to take a hymn book and bible from the table in the foyer and then proceed straight into the church, depositing their weekly offering on the plate on their way (if applicable). Preacher to proceed to the vestry, and vestry steward to the adjoining room with door between open. Regular worshippers to use a named seat; some seats are allocated for visitors</p> <p>Hand gel to be placed on table in foyer. All worshippers invited to use hand gel on arrival. Sign on table with gel explaining procedures</p>
Spread of infection during worship	Everyone	1	2	2	<p>Seating is in two rows with a central aisle; some back row seats have an additional chair in front of them to assist with standing up. Chairs are placed slightly apart with some more spaced out for those wishing to be socially distanced</p> <p>Anyone asked to deliver a bible reading during the service is invited to use the lectern or speak from their seat if preferred. The congregation are invited to join in the singing and can stand or remain seated. Face coverings are optional</p> <p>Until the end of October 2021, the main entrance and Inside doors will be fixed open if weather permits.</p> <p>Worshippers and preacher can chat in the church or foyer after the service ends. Everyone asked to return their hymn book and bible to the table in the foyer and invited to use the hand gel before exiting</p> <p>Holy Communion</p> <p>Delivery will be by the minister, and the congregation will remain seated</p>

Spread of infection through touching hard surfaces	Everyone	1	2	2	<p>The kitchen is available for general use. Refreshments may be served in the foyer after worship. The Place on the Hill is operating in the foyer</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	2	2	<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>If someone develops obvious symptoms during the service, that person and everyone else will be asked to leave the church immediately. The church will be closed for at least 7 days all hard surfaces cleaned</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	2	2	<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>