

Coronavirus Risk Assessment for Reopening

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Revision: P02

Checked by:

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Risk	Who is at risk?	Control Measures	Control in place (Y/N)	Person Responsible	Comments
Coronavirus entering the premises and potentially infecting users of the building	Ministers, leaders, members, attendees, contractors, cleaners	1. Ask everyone symptomatic not to attend	Y	E Collier	To be included in guidelines to be sent to church mailing list
		2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	E Collier	To be included in guidelines to be sent to church mailing list
		3. Verbal symptom checks on entry	Y	Stewards	Stewards to remind people at the gate
		4. Ask vulnerable not to attend in person	Y	E Collier	To be included in guidelines to be sent to church mailing list
		5. Everyone to use hand sanitiser on entry to the building	Y	Stewards	Stewards to direct all people to station on entry to the building. Gazebo to be used in inclement weather.
		6. Display suitable posters to ask people with symptoms not to enter the building	Y	S Bhangra	Posters to be displayed at building entrance
		7. Social distancing measures to be maintained where possible, including the arrival and departure	Y	S de Jong/S Bhangra	2m markers to be taped to floor and signage to be installed to remind people

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Transmission of Coronavirus to an individual direct from infected person	Ministers, leaders, members, attendees, contractors, cleaners	1. 2m Suitable social distancing policy to be implemented	Y	S de Jong/S Bhangra	2m markers to be taped to floor and signage to be installed to remind people
		2. No physical contact between persons from different households/bubbles	Y	E Collier	To be included in guideline to be sent to church mailing list
		3. One-way system of flow through building to avoid pinch points	Y	Stewards	For services operate a one way system into the upstairs hall before the service and reverse this on the way out
		4. Areas marked out of bounds where appropriate	Y	S de Jong	This will include the cloak room, kitchen and creche room.
		5. Seating arrangements adapted for social distancing	Y	Stewards	Adopt policy of only using every third pew. Maximum of 6 people from one household per pew or 2 people from one household at one end with 1 person from a different household at the other end.
		6. Capacity monitored and entry stopped when capacity reached	Y	Stewards	Capacity to be controlled by signing up beforehand and limiting service attendance to a few pastoral groups.
		7. No singing during services	Y	Elders	
		8. Signage in place to remind people of safe practices	Y	S Bhangra	Signage to be installed in prominent locations
		9. Zoom/YouTube to be used to enable people to be involved in services remotely.	Y	A Hobbs/S&R de Jong/C Gildea	Services will continue to be hosted on Zoom and live streamed on YouTube.
		10. Children to be accompanied by a parent/carer at all times within the building and forecourt.	Y	E Collier	To be included in guidelines to be sent to church mailing list. No creche or Sunday school provision.
		11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Elders	Stewards to inform visitors and to be announced from activity/service leader to prevent people milling about inside or outside the building after events

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Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Ministers, leaders, members, attendees, contractors, cleaners	1. Doors kept open where possible to reduce contact with door handles	Y	Stewards	All doors to be wedged open
		2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Stewards	Appropriate viricidal cleaning products are to be used for wiping down and for regular cleaning. Chair lifts and platform lift to be wiped down after each use.
		3. Collection not to be counted for 72 hours after service.	Y	S Charles	
		4. Hand sanitiser available throughout the building	Y	D Charles	Wall mounted dispensers are installed upstairs and downstairs. Station to be set up outside of the people for use on entry/exit and in the foyer.
		5. Building thoroughly deep cleaned before reopening building and between uses	Y	P&R James	Cleaning arranged for 17th July and cleaning team identified through the summer
		6. No serving of food and drink items prior to, during or after the service.	Y	M Thewles	
		7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Elders	To be included in guidelines to be sent to church mailing list. All scripture readings to be projected. Any literature available is to be designated as being taken away and not 'handled'
		8. Sheets and clipboards for children are not to be provided.	Y	R de Jong	Families to be sent childrens worksheets prior to the services. Families to bring their own sheets to the service if they wish.
		9. All toys to be removed from general areas and are not to be used.	Y	R de Jong	
		10. Microphones and other equipment kept to a single individual	Y	A Hobbs	
		11. Keep register of attendees	Y	Stewards	

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Transmission of Coronavirus to an individual via toilet facilities	Ministers, leaders, members, attendees, contractors, cleaners	1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Stewards	Appropriate viricidal cleaning products have been purchased.
		2. Toilets supplied with disposal hand towels or dryers and hand sanitiser.	Y	S de Jong	Upstairs disabled toilet fixed with paper towels and downstairs toilets have hand dryers. Hand sanitiser provided in wall mounted dispenser in corridor outside of toilet facilities.
		3. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	S Bhangra/E Collier	Signage to be installed on toilet doors and to be included within guidelines to be sent to church mailing list.
		4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible and display cleaning record.	Y	R de Jong/ P&R James	Toilet cleaning record to be fixed to doors.
		5. Children under 11 to be accompanied to the toilet	Y	S Bhangra/E Collier	Signage to be installed on toilet doors and to be included within guidelines to be circulated.
Transmission of Coronavirus to an individual via contaminated waste	Cleaners and anyone else handling waste	1. Everyone asked to take waste home with them if possible	Y	E Collier	To be included in guidelines to be sent to church mailing list
		2. All waste to be assumed contaminated and handled appropriately	Y	P&R James	
		3. All waste handled with suitable PPE (see cleaning guidance for details).	Y	P&R James	Gloves have been purchased and are available for use within the building.
		4. All bins lined with disposable liners	Y	P&R James	
		5. Lidded bins operated by foot-pedal to be provided	Y	G Tanner	
		6. Keep register of attendees	Y	Stewards	

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Transmission of Coronavirus to an individual via working in the church building	Ministers, leaders, members, attendees, contractors, cleaners	1. Use remote working tools to avoid in-person meetings.	Y	A Hobbs/S&R de Jong/C Gildea	All employees are able to work from home.
		2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Elders	
		3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Elders	
		4. Provide hand sanitiser throughout the building.	Y	D Charles	Wall mounted dispensers are installed upstairs and downstairs. For events/services additional hand sanitiser stations are to be set up outside the front entrance and within the room used for the event/service.
		5. Hold meetings in well-ventilated spaces whenever possible.	Y	Elders	Windows to be opened wherever possible.
		6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	S de Jong	Hazard marker tape purchased and to be affixed to floor in forecourt, entrance and foyer.