

Document Title	Risk Assessment COVID-19
Version & Date	1.0 – June 2020
Document Ref.	CCPOL009

1. Intro

Churches and cathedrals are legally permitted to open for Services from the 4th July 2020.

The government guidance for the safe use of places of worship during the pandemic requires a COVID-19 risk assessment to be carried out for every building and site open to the public.

This document provides a risk assessment for Covenant Church. It relates to opening up church and cathedral buildings to members of the public entering for Services.

This risk assessment follows the principles set by the government's guidance "COVID-19: Guidance for the safe use of places of worship from 4 July 2020 which can be found here: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

Covenant Church



Church: COVENANT CHURCH	Assessor's name:	Date completed: 04/07/2020	Review date:
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Area of Focus	Controls required	Additional information
Preparations /Before Services	<p>Check general cleanliness (foyer, auditorium, offices, kitchen, toilets, common areas, storage areas).</p> <p>Air building before use.</p> <p>Ensure water systems are flushed through before use (legionella risk).</p> <p>Switch on and check electrical and heating systems if needed.</p> <p>Defined start and end time for Services: 10am – 11.30am Sunday Worship, 7pm – 8pm for mid-week Services.</p> <p>Defined arrival and leave of workers: 9.15am – 1pm (church closes) on Sundays, tbc for mid-week Services</p>	<p>See Government Guidance for organisations on supplying safe water supplies</p> <p>Church to close doors no later than 1pm on Sundays.</p>

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	<p>Maximum number in church per Service: 80 persons. Setup registration system.</p> <p>Staffing arrangements 26 people (included in the max. number of 80).</p> <p>Roles to be assigned to workers and / or Leadership team on a rotation basis.</p> <p>Ensure rotated workers are not experiencing COVID-19 symptoms.</p> <p>Ensure allocated workers register on the booking system</p> <p>Restock of non-latex disposable gloves, wipes, hand gel, hand soap, paper towel and face masks.</p> <p>Install automatic hand soap in the toilets and hand gel dispensers in designated points.</p> <p>Ensure hand dryers are fixed.</p> <p>Procure and place 2 x hand gel bottles in foyer (with greeters), in 2 x hand gel bottles in Auditorium (with Stewards).</p> <p>Provide (box of) gloves to Greeters and / or Stewards.</p> <p>Procurement of 1 x digital thermometers.</p>	<p>In auditorium – chairs spaced by 1m</p> <p>2 x Senior Pastors 3 x Greeters 1 x MC 4 x Stewards 3 x Media 2 x Instrumentalists 1 x Worship Leader 6 x Sanctuary Keepers 2 x Protocol Officers 2 x Offering counting Rota to be put in place on weekly basis</p>

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	<p>Determine placement of hand sanitisers available for visitors to use.</p> <p>Install lockers on main toilets facilities (ladies and gents) doors</p> <p>Signage Requirements: COVID-19 Secure Posters on main door and throughout building areas. “Door 1” x 2 and “Door 2” x 2 signs for corridor’s doors. Arrows floor signs for flow of walking (pack of 50) Toilet Use instructions on toilet doors.</p> <p>Put up notices to remind people about important safety practices e.g. no physical contact, practice hand washing etc.</p> <p>Spray paint 5 x 1m marker on the floor leading to Church main entrance for people arrival.</p>	<p>See Section on Toilets Use for further info</p> <p>Create /order signage and print</p>
	<p>Communication Strategy</p> <ul style="list-style-type: none"> • Emails ahead of church re-opening to inform congregants and visitors of preparations ahead, new guidelines when visiting the church, engaging in worship or using the building facilities • Messages to be sent to church members ahead of church re-opening • Registration System Use – to book visiting slot in advance for the relevant week’s services 	

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	<ul style="list-style-type: none"> Workers allocation and rotation to ensure the church remains COVID-19 secure before, during and after each Service Instruction Video to help congregants and visitors understanding new guidelines Risk Assessment Statement to be posted on church website Safety guidelines to be posted around the church building and on the church website 	
	<p>Remove water fountain in the foyer. People to be encourage to bring their own water bottles.</p>	
	<p>People encouraged to continue to watch online: over 70s, people with medical conditions, pregnant women, children under the age of 12 (or who cannot sit still), vulnerable / shielding people.</p> <p>People who are shielding should continue to follow government guidelines.</p>	<p>As part of the Communication Strategy - to be communicated to all the church members.</p>
<p>Access & Exit</p> <p>General advice on accessing church buildings can be found here.</p>	<p>One point of entry for all: main church entrance. Back kitchen doors, kitchen exit, children rooms' door and auditorium exits to be closed before and during Services.</p> <p>Keep all non-restricted access doors open to allow ventilation.</p>	<p>TBC – as part of the rotated workers tasks.</p>
	<p>Points of exit after Services: 2 x auditorium exits (near drums and near keyboard).</p>	<p>Doors will need to be open before Services and closed after Services.</p>

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	<p>Stewards to direct flow of exiting row by row, in a staggered manner.</p> <p>Respect 1m social distancing as people exit the premises.</p> <p>Stewards to provide hand sanitiser as people leave.</p> <p>Main entrance into Foyer and main entrance into Auditorium – both double doors to be open during Service.</p> <p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements: arrows to be placed in Foyer, Corridor and Auditorium.</p> <p>Access to church office: only 2 x persons for offerings + Minister Doreen.</p> <p>Access to sound room: only media workers allowed. Only 2 people at any one time.</p> <p>Queue management to be in place after services to exit, to avoid crowding near the doors</p>	<p>Doors will need to be open before Services and closed after Services.</p> <p>See Figure 1 below. Signage to be in place</p>
Church Services	<p><u>CAR PARK</u> Parking in front and at the back but only main front entrance open (people to walk round to enter) to follow one-way walk flow system.</p> <p><u>ENTRANCE / WELCOME</u> 3 x greeters at the doors: with hand gel, digital thermometers – set up registration desk with hand gel, offering</p> <p>1. Short questions after welcome:</p>	<p>Image & Word can access also but follow “only 2 people only” rule</p> <p>Workers needed in Car Park to help</p> <p>We need trained people to fulfil this role (might not necessarily be workers in greeting ministry but maybe other leaders etc.</p>

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	<ul style="list-style-type: none"> - Any COVID-19 symptoms? (Cough, temperature, loss of smell or taste) - Recently traveled from abroad? - Check if they registered online, if not record name and phone number at the doors (use a notebook and pen by 1 greeter only). <ol style="list-style-type: none"> 2. Take temperature. 3. At the registration table: 1) hand sanitizing, 2) pick up and put mask, 3) registration, 4) pick up communion and offering envelope 4. Face masks not to be used by kids who might find it difficult to manage them correctly 5. Remind there are instructions to follow to access areas in the building, enter and exit the building. 6. Any person who haven't yet registered on the booking system, we will use an online list to register then (add field for new visitors). All records to be kept minimum 21 days 7. For pre-registered people, tick their names off a printed list as the registration desk 	<p>People to be encouraged to bring their own masks/face coverings.</p>
	<p>All greeters to use gloves.</p> <p><u>SEATING</u> Stewards to indicate where people to sit.</p> <p>Walking flow will be indicated by arrows on the floor.</p>	<p>See Figure 1</p>
	<p><u>ANNOUNCEMENTS</u></p> <ul style="list-style-type: none"> - No hand shaking 	

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	<ul style="list-style-type: none"> - Minimise touching other objects - Use hand gel - Keep face mask on - Kitchen closed. No hot drinks or food allowed - Toilet to be use one person at a time - Minimise movements once seated - Pay online if possible - Follow walking flow. Exits to be from auditorium - Leave the church after service is over - Minimise socialising 	
	<p><u>OFFERINGS/COMMUNION</u> Online payment encouraged as no need for envelope for Gift Aid.</p> <p>Envelopes and communion to be picked at registration desk</p> <p>People to drop their offering envelope in baskets near the Stewards as they are exiting the premises.</p> <p>People to keep the communion cup with service to go home with.</p> <p>Stewards to use gloves at all times.</p>	Stewards
	<p><u>WALKING FLOW</u> People needing the toilets on arrival: to go through the corridor "Door 1" and going to auditorium through Corridor "Door 2".</p>	Stewards



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	<p>People from the auditorium needing the toilets: use middle door to go and come back through Corridor "Door 2".</p> <p>People needing to go outside during service</p> <ol style="list-style-type: none"> Use the exit door near the sound room in Auditorium and coming back through main entrance. <p>At end of Service:</p> <ul style="list-style-type: none"> Reminder of instruction before All to remain seated and Stewards to stagger exiting off the premises. Foyer to be supervised by 1 greeter to avoid people trying to leave by main entrance <p>Any offering to be placed at <u>SINGING / PRAYING</u></p> <p>One person on stage to pray or lead worship</p> <p>Mics to be wipe before and after use ever service.</p> <ul style="list-style-type: none"> Pulpit to be wiped in between uses during services (Protocol to wipe pulpit in between uses wearing gloves). <p><u>TOILETS USE</u></p> <p>One person at a time in each toilets' facilities. Main toilets doors will have lockers installed showing "free/engaged".</p>	<p>Media to ensure mics are wiped accordingly</p>



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	<p>Provide hand gel, hand soap, paper toilets, lined bins, wipes in each facility.</p> <p>Instructions on toilets doors.</p> <p>1m distance signage on the floor near the toilets doors for queue management purposes.</p> <p>Specific poster on using the toilets: washing hands for 20s etc.</p> <p><u>TRANSPORT</u> Church minibus to carry between 50% and 57% of its maximum capacity (MxC=14).</p> <p>Every passenger, including the driver, must wear a face mask.</p> <p>All vents / windows must stay open (weather permitting) when passengers are on board.</p> <p>Passengers must apply hand sanitizer at the point of boarding the minibus.</p> <p>Seats and handles must be cleaned after every trip of picking up or dropping off people.</p> <p>Bottled disinfectants, wipes, paper towels and hand sanitizer must be on board the bus at all times.</p>	

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	Undertake cleaning within 24h after each service.	
AFTER SERVICE Advice on cleaning church buildings can be found here.	<p>Set up a cleaning rota to cover cleaning arrangements after and if necessary, before service.</p> <p>All cleaners provided with non-latex disposable gloves. Restock of cleaning equipment as per usual.</p> <p>Dispose of rubbish, disposable gloves, masks etc. in a safe manner using lined bin bags (SC workers to keep gloves and masks on throughout and dispose of them as last thing).</p> <p>Remove potentially contaminated waste (e.g. hand towels) from the site. Removal to be done after each service.</p> <p>Ensure church building is aired while cleaning is taking place.</p> <p>Ensure all commonly touched areas are wiped (chairs handles, doors handles etc.)</p> <p>Cleaning schedules clearly visible in the toilets and the premises and signed off after each cleaning to show frequency</p>	<p>Sanctuary Keepers to assign people to clean (not necessarily just SC workers) based on 20 workers selected for the week's service.</p> <p>Advice on cleaning church buildings can be found here.</p> <p>Public Health England guidance available here.</p>

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DEALING WITH COVID-19 SYMPTOMS	People who become unwell with COVID-19 symptoms in church should go home immediately and be advised to follow the “stay at home” guidance (which covers NHS Track and Trace) and Contact NHS 111 or NHS online.	“Stay at home” guidance link here
OFFICE USE (STAFF)	<p>All staff / volunteer’s workers to comply with guidelines if experiencing COVID-19 symptoms</p> <p>Ensure sanitisation packs are available in the offices (wipes, hand gel).</p> <p>1m social distancing to be respected in each office or limit number of persons in office to 2 persons at any one time if possible.</p> <p>Avoid entering Auditorium on days where there is no Service and after cleaning has been undertaken in order not to compromise sanitisation of the areas.</p> <p>Desks, computer stations, sofas, wipe-able surfaces, doors handles to be wiped before and after office use.</p> <ul style="list-style-type: none"> - Pastor John Paul’s Office - Pastor Abigail’s Office - Church Office 	

FIGURE 1

