

**COVID-19 RISK ASSESSMENT**

**CHURCH NAME: Banstead Community Church**

<b>Activity:</b>	<b>Holding 'In-Person' Worship Services in Banstead Community Junior School Hall</b>
<b>Description (including assumptions made for risk assessment):</b>	Assumptions are that the capacity of the hall has been established with seating layout taking account of social distancing and potential household groupings. Attendees will have been asked to indicate whether they intend attending so that seating plan can be arranged. No Sunday School will be held, Children will remain with their household, Government Guidelines are followed with respect to adapting practices to reduce the spread of infection including, wearing of masks by all [except leader, children and those with medical exemption] limiting interaction between worshippers both in the hall and externally on the premises, no provision of bibles or handouts, No refreshments will be served, No singing or use of wind instruments. Single toilet facility will be made available, Controlled entry and exit from the hall. Record of all attending kept for 21 days as part of Test and Trace system

<b>Assessment date:</b>	9.10.2020
<b>New review due:</b>	

<b>Assessor(s):</b>	John D Green
<b>Reviewer(s):</b>	

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date	Done
Infected person attending event		Person displaying symptoms of COVID-19 attending meeting, risking infecting others	Attendees to meeting	E:mailed notice to all regular attenders reminding them of government guidance to self isolate if displaying symptoms [ high temperature, continuous cough, loss / altered sense of taste /smell] and not to attend	Y				
		Person displaying symptoms of COVID-19 attending meeting, risking infecting others	Attendees to meeting	Anyone taken ill with COVID-19 symptoms to be sent home and advised to follow government advice and seek test	Y	Review article 'A positive COVID tests at church - Now what?' on FIEC website 2.10.2020			
Physical contact between persons		Transmission of COVID-19 through direct physical contact with infected person	Attendees to meeting	Attendees advised to refrain from physical contact outside of households / support bubbles maintaining 2m distance between households if possible  Attendees to wash hands or use sanitizer on entering and leaving the premises	Y	Welcomer / Steward to direct persons to sanitization station  No 'handshaking' or 'hugging'			
		Travel to service	Attendees to meeting	Encourage attendees to follow guidance if using public transport  Encourage attendees only travel with own house hold / bubble		Add note to e:mailed communication to establish who is attending			
Airborne transmission		Transmission of COVID-19 through airborne particles from lectern	Attendees to meeting	Service leader to have microphone so that no need to project voice  Scripture reading to be pre-recorded	Y				

	Transmission of COVID-19 through airborne particles between groups	Attendees to meeting	<p>Face coverings to be worn at all times [ except children or those with medical exemption]</p> <p>Attendees may not move between Groups [households / social bubbles ] during the service</p> <p>Groups to be spaced apart sufficiently to not interact verbally with each other [2m rule]</p> <p>No singing, chanting or loud talking</p> <p>Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately)</p> <p>Attendees directed to seat on arrival, maintaining 2m distance at arrival point</p> <p>Leave doors to Hall open and open high level windows to improve cross ventilation</p>	Y	<p>Remind attendees that they should bring own face coverings , Stock of disposable face masks will be available if required</p> <p>Reminder to attendees of 'No mingling' rule'</p> <p>Reminder to attendees of 'No singing' rule</p> <p>Seating plan to be prepared in advance,</p> <p>Stewards to direct attendees to seats and manage progressive exit at end of service. [Remind attendees to remain seated until invited to leave</p>			
<b>Surface transmission</b>	Transmission of COVID-19 through High contact surfaces	Attendees to meeting. Including set-up team	<p>Automatic door control pad to be disinfected [single operator]</p> <p>Stair handrail, light switches, door handles to be cleaned / disinfected before anyone enters and at final departure</p>	Y	Set-up team to use gloves when moving equipment			
	Transmission of COVID-19 through AV equipment	Set-up team	<p>Handling of equipment to be restricted</p> <p>Operation of equipment restricted to minimal contact by multiple person</p>	Y	Set-up team to use gloves when moving equipment from van to tables and setting up projector , screens etc			
	Transmission of COVID-19 through furniture	Attendees to meeting. Including set-up team	Tables / Chairs / Lectern to be disinfected before use and before clearing away	Y	Set-up team to use gloves when moving equipment			
	Transmission of COVID-19 Toilet facilities	Attendees to meeting. Including set-up team	<p>Only Accessible toilet to be used</p> <p>Toilet surfaces to be disinfected during set-up</p> <p>Any users of the facility to be requested to wipe down all surfaces with wet wipe after use</p>	Y	<p>Set-up team to disinfect all surfaces before and after service as part of set-up</p> <p>Steward to remind users to wipe down surfaces after use.</p>			
	Transmission of COVID-19 through shared objects	Attendees to meeting.	<p>No Bibles or News sheets / handouts will be provided.</p> <p>Attendees advised to bring their own Bibles</p>					

	Transmission of COVID-19 through shared food	Attendees to meeting.	No Refreshments will be served Attendees advised to bring their own water bottles		In an emergency [ coughing fit] disposable cup of water to be administered by Steward wearing gloves. Cup to be disposed in waste bag			
	Transmission of COVID-19 through cash donations	Treasurey team	No collection to be taken Attendees to be asked to consider bank transfer method for giving					
	Transmission of COVID-19 through communion	Attendees to meeting.	Celebration of Lords supper to be put on 'hold' for time being		Elders to investigate pre-packed communion elements			
<b>Transmission to the clinically vulnerable</b>	Transmission of COVID-19 to those who are clinically vulnerable	Clinically vulnerable attendees	Attendees reminded to follow government guidance if in high-risk / shielding categories (up to individuals to choose how to manage their own risk) Transportation to be considered carefully especially 'shared' transport	Y				
	Visits to those who are clinically vulnerable	Stay at home members	Visits must comply with Government guidance. group of 6 and socially distancing 2m rule	Y	CDs / DVDs of services to have cover wiped before delivery			
<b>Wider outbreak in community</b>	COVID-19 case at event leads to potential wider outbreak in the community	Attendees and wider community	List of attendees kept to enable Track and Trace (including who is in which group of six) Record to be kept for 21 days after event	Y	Steward to keep record of all attending [contacts are in directory] to be read in conjunction with Seating plan Any visitors - obtain contact details as per Test and Trace guidelines Consider obtaining QR code for premises / service to work in conjunction with Test and Trace app			
	Local outbreak of COVID-19 raises baseline level of exposure at event	Attendees and wider community	Service to be cancelled in line with local guidance if required	Y	Monitor Government announcements regarding meeting /partial lockdown constraints			
<b>Other safety hazards arising from COVID-19 control measures</b>	Compromised fire safety due to doors being wedged open	Attendees	Control of door by steward	Y				
	Handrails not used leading to trips and falls	Attendees	Reassure attendees that handrails have been disinfected and encourage continued use of handrails	Y				

	Slip hazards from cleaning substances	Attendees	Disinfecting of elements to be using spray containers and cloths , and spillage on floor to be wiped up	Y	Set-up team to keep and eye on over spray			
	Health & Safety issues arising from cleaning	Set-up team	Industrial Gloves provided [in named pouches] for Set-up team members to protect hands  Face coverings to be worn	Y	Disposable aprons available if significant wet cleaning required or dealing with person who develops symptoms of COVID during service			
<b>Operational issues</b>	Key personnel become unavailable due to need to self isolate	Pastor [Dan G]	Service lead by Pastor Evangelist  Preaching from 'Shed'  Pre-record service and run 'live feed on screen for those attending					
		Live stream operator [Daniel C]						
		Set-up team members	Identify deputies to each role					
<b>Other issues</b>								