

Northallerton Evangelical Church Risk Assessment

Version 4 - 28/07/2020

We are working on a principle of one meeting in the building each week on a Sunday.
This will mean a gap of more than 72 hours between each use of the building which will simplify the hygiene arrangements.

People at risk: Preacher, congregation

GS = Guidance Sheet

Risk:	Measures to try and avoid Covid-19 entering the premises	Control Measures put in place	People
	Ask anyone with symptoms <u>not to attend services</u>	GS + poster at front door + verbal check on entry by "Door Steward"	Door Steward
	Ask clinically vulnerable & extremely vulnerable people <u>not to attend services</u>	GS	
	Use of hand sanitiser on entering the building	GS + poster by door	
	Ask anyone attending to be prepared to self isolate if there is a case of Covid-19	GS	
	Ask anyone attending a service who becomes symptomatic for Covid-19 to report this fact to NHS Test & Trace without delay. They should self isolate and not attend services	GS Compile a register with contact details for regulars. Visitors to fill in a contact form	Register Keeper
	Action to take if someone attending a service reports symptoms of Covid-19 or tests positive for Covid-19.	The church may need to close again for 14 days	
	Legionella	No cold water tank in the building. Toilets to be flushed and taps run for 20 mins (done on 17/07/2020)	
Risk:	Transmission of Covid-19 from an infected person	Control Measures put in place	People
	Social distancing measures to use	GS: 2m rule + face coverings to be worn at all times whilst in the building	
	Measures for the vulnerable (eg those over 70 whatever their health)	GS: Government guidelines and risks will be outlined to them. They are allowed to attend if they so decide	
	Ventilation (Government guidelines require this)	Windows to be kept open during the service, including those upstairs. Those attending warned that they might need to wear warm clothing if the weather is cool (included in GS)	
	Physical contact between people from different households/bubbles to be avoided	Poster to remind people	
	Seating arrangements to enable social distancing to be maintained	Remove all chairs apart from those that will be used. Chairs to be placed according to a plan that maintains the 2m rule	
	Maximum number within the building	Max = 14 (including the preacher) Could use the entrance hall for an additional bubble	

	How do we avoid exceeding the maximum	Door Steward will need to refuse entry if the maximum will be exceeded	Door Steward
	Singing during services. Government requirement is that we do <i>not</i> sing	Not allowed. We may though follow along silently as a hymn is played through on the piano - see GS	
	Bibles & hymn books.	Those attending will be asked to bring their own Bibles. Hymn books will be allocated to a chair and not used again for 72 hours - see GS	
	Control of congregation when service ends to avoid congestion	After the service the Preacher to remind congregation that they will be directed when to leave (starting with those closest to the door) and also that they should move out promptly and without socialising - see GS	Preacher Door Steward
	Reminders	Display suitable posters to remind people of requirements	
	Dealing with visitors	Door Steward to make guidance and restrictions known to visitors and ask them to fill in a contact form for NHS Test & Trace	Door Steward
Risk:	Transmission of Covid-19 via a contaminated surface	Control Measures put in place	People
	Avoid contact with door handles	Keep internal doors open	
	Other places likely to be touched (eg banister)	Regular cleaning of such surfaces	Cleaner
	Avoid cross contamination from food or drink being served	Kitchen to be "out of bounds" No refreshments to be served after the service. Those attending (including the preacher) to bring their own bottled water if required - see GS	
	Toilets - keep safe	The smaller toilet to be closed, so that only one toilet is in use.	
		Limit access to upstairs to one person or one bubble at a time	
		Poster needed at the foot of the stairs	
		Use disposable paper towels not reusable linen towels	
		Poster above toilet sink to remind people to wash hands	
		Clean toilet area after each use (including door handles and lock) - use disposable gloves	Cleaner
		Used paper towels to be left and dealt with mid-week (Wed pm or Thurs am will give a 72 hour gap from services) or double bagged using disposable gloves after the service	
	Collection not to be counted for 72 hours	Collection to be emptied into a carrier bag and kept for 72 hours before sorting	
	Use Building for Public Worship just once a week (Sunday afternoon)	Cleaning and tidying up can then be carried out safely on Wednesday pm or Thursday am (leaving 72 hr gap between a service and cleaning)	