

Our aims in managing risk are:

1. To lower risk of COVID-19 entering the church premises
2. To lower risk of transmission in the church building

Hazard/Risks	Risk level (Very high, High, Medium, Low)	Control Measures	Further actions	Residual Risk (Very high, High, Medium, Low)
COVID-19 infected persons entering premises	Medium	<ul style="list-style-type: none"> ● Multi-media communication re: those who have shown symptoms in past 10 days do not enter the building 	<ul style="list-style-type: none"> ● Website/Facebook/WhatsApp/Twitter comms ● Steward/welcome team rota and training ● Notices upon entry not to enter if symptoms 	Low
Lack of distancing	Medium	<ul style="list-style-type: none"> ● Pre-service & in service Communication 	<ul style="list-style-type: none"> ● no cars parked on church premises – to allow outside space to be better used pre and post-meetings. ● 3 person stewarding team to meet and greet and show to seating ● Seating in blocks of four to allow distance ● Signs throughout building encouraging distance ● One in one out policy for toilets with signage on doors 	Low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of social distancing Upon entry	Medium	<ul style="list-style-type: none"> ● Hand sanitizer available at two stations upon entry, outside backdoor and in corridor outside toilets 	<ul style="list-style-type: none"> ● Notice to sanitise hands on way in/out. ● Check Hand sanitiser stocks and replenish regularly. ● Notices upon entry 	Low

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			<ul style="list-style-type: none"> ● Single entry point to building through the main front doors ● Markers outside building to remind re:distance 	
	medium	<ul style="list-style-type: none"> ● Register of people in building 	<ul style="list-style-type: none"> ● Steward/welcome team to record contact details for people coming into building. Simple tick register of existing church members to be used for those we have contact details for. Visiting guests to be asked if we could take contact details - but we will not insist. (Visitors can fill in a form themselves and sign physically using a pen, then put the used pen and form into a box, or provide the contact details verbally. They would then be added to the register). Keep register for 21 days in a secure place. Outside steward to control flow of people entering building. 	low
	medium	<ul style="list-style-type: none"> ● Reduce touch points 	<ul style="list-style-type: none"> ● Bibles available (quarantined for 48 hours after each Sunday). ● Wiping high touch points with anti-bacterial spray before/after each meeting by clear up team 	low

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			<ul style="list-style-type: none"> Prop open doors to remove need to touch doors – to be closed when service underway, stewards to ensure any young children present do not go out on their own and to close fire doors when not by them. Hand sanitiser and anti bacterial wipes available in auditorium 	
		<ul style="list-style-type: none"> Pram/buggy parking 	<ul style="list-style-type: none"> Separate area (in internal lobby) to park prams/buggies. 	
Spread/contraction of COVID-19 Whilst in building	Medium	<ul style="list-style-type: none"> Respect for distance 	<ul style="list-style-type: none"> Set out chairs in blocks of four. Stewards in internal lobby to point out appropriate-sized seating area. Stewards laying out chairs to have washed hands thoroughly/use gloves before moving chairs for people. Signs on toilet doors reminding one household to use toilets at a time Only one sink and cubicle available in Gents and same in Ladies toilets to support distancing. Small number of markers on floors to reiterate respect for distance). 	Low
Spread/contraction of COVID-19	medium	<ul style="list-style-type: none"> Reduce touch points 	<ul style="list-style-type: none"> Prop doors open 	low

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Whilst in building		<ul style="list-style-type: none"> Guidance re: congregational singing 	<ul style="list-style-type: none"> Notice by book display to use hand sanitiser before handling books Leave toilet lights on when building occupied <p>Congregational singing:</p> <ul style="list-style-type: none"> encouraged to sing behind face coverings in regular consultation with local case numbers per 100,000 & national picture https://coronavirus.data.gov.uk/search?postcode=SR2+7AQ 	
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Whilst in building	medium	<ul style="list-style-type: none"> Clean touch points that cannot be removed 	<ul style="list-style-type: none"> Provide anti-bacterial wipes (or spray) for use in toilets to clean baby changing facilities – to be well labelled and kept out of reach of children – notice to remind disposal in waste (not toilets) 	low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Whilst in building	medium	<ul style="list-style-type: none"> Regulation of musicians 	<ul style="list-style-type: none"> Music team to ensure they have appropriate distancing Only PA person to setup cables and microphones to minimise touch points. If piano is used, it and the piano stool, must be disinfected before and after each service. 	low

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			<ul style="list-style-type: none"> Instrumentalists to use own instruments or quarantine used instrument after service until the following Sunday. 	
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Whilst in building	medium	<ul style="list-style-type: none"> Maintain airflow 	<ul style="list-style-type: none"> Prop doors open and open windows as appropriate to increase airflow – doors to be returned to normal positions after service and windows secured, including toilet window; be careful of fire doors. Clear communication to be made to parents warning them to pay close attention to the risk of children being able to exit the building through open doors. 	low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Whilst in building	High	<ul style="list-style-type: none"> First Aid 	<ul style="list-style-type: none"> First Aiders to be provided with PPE in case they need to attend someone becoming unwell. Gloves, disposable apron and mask. Double-Bagging of waste and putting straight in outside green bin. Ensure First Aiders are aware of covid-19 guidance & that they are happy to stay on list. 	Low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Whilst in building	medium	<ul style="list-style-type: none"> Face coverings to be a matter of personal preference encouraging sensitivity towards others 	<ul style="list-style-type: none"> Letter to congregation to lay out position re: face coverings Encouraged whilst singing Face covering (in sealed packet) to be made available to anyone who would like one. 	low

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Children accessing chemicals Whilst in building	Medium	<ul style="list-style-type: none"> Chemicals to be locked away 	<ul style="list-style-type: none"> Ensure those cleaning the building are aware of need to keep chemicals locked away and out of reach of children. Remind parents that with extra cleaning taking place of the need to be extra diligent as to what their children are doing at all times. 	Low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing On leaving building	Medium	<ul style="list-style-type: none"> Announcement at end of service 	<ul style="list-style-type: none"> Encourage refreshments to be taken outside in front yard People to sanitise hands on way out Used bibles/pens to be put quarantined for at least 48 hours 	Low
	medium	<ul style="list-style-type: none"> Post service refreshments 	<ul style="list-style-type: none"> Encouraged to take outside Served by servers wearing gloves/using sanitiser Biscuits individually pre-packaged BYO mug to be encouraged 	low
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing On leaving building	medium	<ul style="list-style-type: none"> Compliance with Government guidance 	<ul style="list-style-type: none"> List of people in building at date/time to be made available to authorities if notified that an infected person has been in the building at date/time. List to be destroyed after 21 days. 	low
Spread/contraction of COVID-19 due to touching an infected	medium	<ul style="list-style-type: none"> Cleaning 	<ul style="list-style-type: none"> Ensuring cleaners have appropriate PPE (and that stocks are replenished – check sanitiser, 	low

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surface/ lack of distancing On leaving building			soap, toilet roll, blue hand towels, boxes of tissues). Ensure no cleaning materials can be accessed by children. Cleaning cupboard locked, anti bac spray bottles not left at low level, kitchen chemicals stored out of reach. Training for those doing the cleaning. <ul style="list-style-type: none"> ● List of items to be cleaned (checklist). Main items being seats, toilets, door handles. To be completed, dated and who done by. 	
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing On leaving building	medium	<ul style="list-style-type: none"> ● Handling donations 	<ul style="list-style-type: none"> ● Donations (in offering box) to be removed and counted using gloves/sanitised hands then put in sealed envelope/money bag and stored in safe place prior to banking (consider leaving seven days before retouching). Encourage electronic giving. 	low
Unattended young children leaving building through open doors	Medium	<ul style="list-style-type: none"> ● Announcements ● Stewards ● Signs 	<ul style="list-style-type: none"> ● Remind parents to supervise their children as more doors are open than normal. ● Steward present by front pedestrian gate to ensure that young children do not go off without their parent. ● Main lane gate shut so children leave only with parents at pedestrian gate ● Sign on Main front door that it is shut after use to prevent young children leaving on their own 	Low

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Spread/contraction of COVID-19 through Communion	High	<ul style="list-style-type: none"> Change of practice for communion 	<ul style="list-style-type: none"> Follow guidance : ‘Where food or drink (‘consumables’) are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels. If it is necessary to handle consumables as a part of a faith practice, those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves. The person distributing the consumable should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately. Other mitigations should also be considered, for example, foodstuffs should be prewrapped, and a system should be in place to prevent individuals from coming into contact with consumables and any dishes and/ or cutlery other than their own (for example the use of shared bowls). Speaking should not happen across uncovered consumables (other than consumables to be used by the celebrant 	low

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			alone). Instead consumables must be securely covered, and prior to the receptacle being opened, should be cleaned, hands must be washed or gloves worn'. <ul style="list-style-type: none"> • Use of individual cups • Individual pieces of bread pre-cut by one individual having undertaken control measures for hygiene eg. Thorough hand washing/mask/gloves • Distributers with gloves and masks as above 	
APPENDICES				
MID-WEEK MEETINGS FOR CHURCH MEMBERS				
Spread/contraction of COVID-19 due to touching an infected surface/ lack of distancing Upon entry/during meeting and exit	Medium	Please see same control measures re: Sunday gatherings as above	Steward confirmed to register people coming into building and keep count of total. Simple tick register of existing church members	low

Hazard/Risks	Risk level (Very high, High, Medium, Low)	Control Measures	Further actions	Residual Risk (Very high, High, Medium, Low)
Full immersion baptism	Medium	<ul style="list-style-type: none"> • Only Minister & 1 candidate to enter baptistery and keep distance and minimise touching 	<ul style="list-style-type: none"> • Minister to wear a visor • Sanitisation of hands before and after baptism • Minister to place hands on the head only and not “cradle” baptismal candidate • Candidate to kneel and after prayer to plunge under the water • Towels left isolated on exit of pool so only minister/candidate touch their own • Candidate exit ahead of minister 	Low