**Covid 19 Risk Assessment – Phase One – V. 3 – 14/8/20**

***Likelihood:- 1 = seldom; 2 = frequent; 3 = certain or near certain***

***Severity:- 1 = low (minor injury); 2 = medium (serious); 3 = high (fatality)***

***Risk Rating:- 1 – 2 + low; 3 – 5 + medium; 6-9 = high***

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| **No** | **Hazard/risk** *where contact takes place* | **Person**  **Affects** | **Likelihood** | **Severity** | **Risk**  **Rating** | **Mitigation** *to reduce/eradicate risk* | **Action Plan** *what needs to be done by whom.* | **Date** |
| **1** | INFECTION CONTROL  Transmission of virus from surfaces within building, focusing on key areas:-   1. Office 2. Toilet (disabled toilet only) 3. Welcome/Link areas 4. Church 5. Lift 6. Minister’s/Choir Vestry 7. Legionnaires 8. Window ledges/shelves | All Users  Cleaner | 3 | 3 | 6 | 1. Deep clean before opening, with priority given to key areas.  2. Ongoing cleaning to take place according to cleaner’s schedule with key areas to be cleaned weekly, as a minimum.  3. Different equipment used for specific tasks & zones (e.g. mops/ cleaning cloths for toilet).  4. PPE provided for cleaner – apron; gloves.  5. Church to be quarantined between use (locked for minimum of 3 days), including Bibles, Hymn Books, Junior Church Worksheets and Service Books.  6. Hand sanitisers provided in accessible points throughout key areas, and signage requesting individuals to use them on arrival and departure, before and after using the lift, and as required.  7. Use only the disabled toilet in Phase 1 – Hand wash and paper towels to be provided.  8. Bacterial wipes to be provided in Toilet and Lift - Signage in place to request individuals to sanitise all area/items of use on departure, and deposit wipes in bins provided  9. Locked Box provided to receive Offertory monies/envelopes – counting to be carried out by Steward wearing gloves, with one person dealing with the paperwork. Banking to be done after a minimum of 3 days.  10. The Kitchen areas will not be used and cordoned off. Drinking water will not be provided – members advised to bring their own.  11. One of two microphones to be used on alternate weeks by Preacher, and sanitized after use.  12. Continue to empty water tank weekly, as minimum – One-off Legionnaires Test to be arranged, to demonstrate mitigation is being effective.  13. Clear shelf policy, all leaflets/circuit plans etc to be removed from all surfaces | 1. Cleaner & Property Cttee  2. Cleaner  3. Cleaner & Property Cttee  4. Cleaner & Property Cttee  5. Stewards  6. Property Cttee & Cathryn Manning  7. Property Cttee  8. Property Cttee & Cathryn Manning  9. Stewards/Counters  10. Covid Team – Letter 2  11. Steward  12. Property Cttee/Church Council  13. Property Ctee/Covid team |  |
| **2** | INFECTION CONTROL  Minimising transmission of the virus from person to person within the building, with regards to:-   1. Maintaining social distancing 2. PPE 3. Ventilation | All users | 3 | 3 | 6 | 1. Two meter distancing markers to be laid outside the Church (including the car park).  2. Face Masks to be worn by all members and staff inside the building – signage in place on all entrances to advise. People to bring their own, but a stock will be available for those who come without.  3. Two meter distancing markers to be laid inside Welcome Areas and Church, together with signage.  4. Signage to advise the Lift is only to be used as of necessity, and only by members of the same household/social bubble/carers, at any one time.  5. If, following the response to the first letter from the Covid Team, it appears more people wish to return than we can accommodate within the new socially distanced seating plan, people may only be able to attend on alternate weeks.  6. A booking system, via the Church Office, will be introduced in the first instance, to manage numbers.  7. Welcome Stewards/Stewards to guide people to seats – filling the alternate pews from the front backwards, with choir stalls to be included in new seating plan. Both doors into Church to be used in order to speed up the entry process, and minimise time spent waiting in the confined Welcome Area. Balcony to be included in the new seating plan - for able bodied only.  8. Leaving Church people will be guided and exit from the rear pews first.  9. Members to be reminded there are to be no handshakes/ hugs/singing/Communion or refreshments after the service.  10. There will be no Junior Church – children must be accompanied and remain with parents/carers at all times – no toys will be provided.  11. Door/windows to be opened –bearing in mind safety regs.  12. Larger Choir Vestry to be used as Minister’s Vestry, if required. | 1. Property Cttee  2. Property Cttee &  Covid Team – Letter 2  3. Property Cttee  4. Property Cttee &  Covid Team – Letter 2  5. Church Council & Covid Team  6. Cathryn Manning &  Covid Team  7. Welcome Stewards/Stewards  8. Welcome Stewards/Stewards  9. Covid Team – Letter 2 & Reminder from the front, at the beginning of the service  10. Covid Team - Letter 2  11. Welcome Stewards/ Stewards  12. Stewards |  |

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| **3** | Pressure on ‘At risk’ volunteers/attendees | Vulnerable or age | 2 | 3 | 5 | 1. Policy to be decided/personal choice.No one who is shielded, in a vulnerable category or protecting such a person is expected or encouraged to fulfill any role or even attend worship. If, with this knowledge your personal risk assessment leads you to offer service or attend worship, you are most welcome and will not be discriminated against). | 1. Ch Council. |  |
| **4** | Inadequate staffing resources: - insufficient staff to under take the essential tasks, as set out in the Risk Assessment, to ensure the safety of people within the Church. |  | 3 | 3 | 6 | 1. Make enquiries to ascertain the potential number of people intending to return, including those in the congregation, current staff members, and those with potential to undertake a staffing role.  2. If the ratio of congregation to staff remains too high, or more people wish to return than we can accommodate within our new socially distancing arrangements, people may be asked to attend on alternate weeks, and this will be managed via the booking system | 1. Covid Team – Letter 1 & Cathryn Manning  2. Stewards & Ch Council |  |
| **5** | Someone falls ill inside the building |  | 1 | 3 | 4 | 1. Situation to be dealt with, as appropriate, by responsible person (Steward on Duty).  2. Ensure First Aid Box (currently in Kitchen Area) remains adequately stocked – including PPE.  3. Ensure the incident is logged. | 1. Stewards  2. Property Cttee  3. Steward |  |

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| **6** | Failure to comply with Government Requirements:   1. Test & Trace 2. Failure to maintain social distancing requirements | All users | 2 | 2 | 4 | 1. Attendees to book places in advance, via the Church office, with a number of places held for unplanned arrivals. A register of all attendees will be kept for each service, together with contact details – records will be kept for a minimum of 3 weeks.  2. Covid Team to maintain up-to-date knowledge of current requirements.  3. Communicate current requirements to members, i.e. ‘no more than 6 people from other households may meet out of doors; ‘car share only between people from the same household/social bubble/carer’.  4. Risk Assessment to be reviewed after 1st service, and following the first external group bookings. Thereafter on a monthly basis, or following changes to Government regs, whichever is the sooner. | 1. Cathryn Manning – to also be situated in Welcome Area and ask for contact details, if not already held.  2. Covid Team  3. Covid Team – Letter 1 & 2  4. Covid team |  |
| **6** | Maintaining adequate communications in rapidly changing situation. | All users | 1 | 1 | 2 | 1. Website to be kept updated regularly.  2. Office to be available during advertised times to answer queries.  3. Appoint a Covid Contact Person and a Reopening Coordinator.  4. In the event of Church having to close at short notice, the Website, information from the booking system, and a Cascade Tree will be used to notify people. | 1. Susan Robinson  2. Letters to be sent from Covid Team  3. Proposal to Church Council  4. Susan Robinson, Cathryn Manning, Pastoral Visitors and Stewards. |  |

**PHASE TWO – for consideration only**

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|  | | **Other groups** –  Ventilation  Social distancing | Users  Users  Users | 2  2  2 | 3  2  3 | 7  5  7 | 1. Section 1 above for more detail.  2. Each group responsible for cleaning their own space prior to, and after use, including door handles/tables/chairs and any church equipment with the wipes provided, and bins emptied into black bags provided.  3. Each group encouraged to provide their own hand sanitisers – in addition to what will be provided.  4. Each group responsible for ensuring the rules of the toilet are adhered to.  5. Toilet designated dependant on room used.  6. Each groups provides own risk assessment with any additional issues highlighted.  7. Ventilation – Groups are advised to ensure windows opened an arrival and closed on departure  8. Rooms without adequate ventilation will not be used – users to be advised. (Andys, billiard room)  9. Groups will be advised of maximum person capacity of each room.  10. Movement around the building to be considered prior to starting including a one-way system.  12. Only designated room to be used - “roaming” around the building not to be allowed. | 2.Letter from Property Cttee prior to starting –written acknowledgement back  3. Group leader  4. Group leader  5. Property Cttee  6. Group leaders /all users  7. Group leaders/users  8. Property Cttee & Cathryn Manning  9. Covid team/Property Cttee/Cathryn M.  10. Covid Team, Property Cttee & Cathryn Manning  12. Covid team/Property Cttee/Group leaders prior to starting and part of the written agreement. | |  |
| **1** | | **Other issues** -Kitchens |  |  |  |  | 1. Currently may not be used – to be kept under review. | 1. Ch Council/ Covid team | |  |
| **2** | Issue with communications | | Group Leaders | 2 | 2 | 4 | 1. As and when groups want to return, letter to be sent to group leaders re: risk assessments, etc.  2. New arrangements to be made part of the written agreement. | 1. Property Cttee/Stewards/Covid team  2. Property Cttee & Cathryn Manning |  | |
| **3** | Minimise key holder access | | Key holders | 1 | 1 | 2 | 1. Key holders reminded not to enter building outside their normal time.  2. Permission must be sought to enter any other time.  3. Letter to key holders.  4. Informed care to be taken not to contaminate clean or quarantined areas. | 1. Letter property cttee  2. Key holders – realistically we’ve no way of policing this.  3. Letter property cttee  4. Letter property cttee |  | |
| **4** | High traffic/communal areas - stairs | | All users | 2 | 3 | 7 | 1. To be considered in more detail | 1. Covid team |  | |

**NB: Hand sanitizer is highly flammable. Consider where it is to be stored; where they are placed; do not use candles in worship.**