

## **Coronavirus risk assessment**

**Assessors' names and church roles:** Luke Crowter (Pastor), Hannah Illsley (Member), Gareth Skyrme (Elder), Luke Illsley (Member)

**Church name and location:** Silver Street Community Church, 50 Statham Grove, Edmonton, N18 1RE

**Assessment date:** 6th July 2020

**Date of latest issue/review:** 28<sup>th</sup> August 2020

**Next review date:** 28<sup>th</sup> September 2020

Our aim, as we restart “in person” meetings, is for everyone to BE SAFE and FEEL SAFE, while at the same time maintaining a natural, welcoming family atmosphere rather than an over-the-top clinical atmosphere.

We want to provide clear guidelines and communicate well, while trusting those who come to behave responsibly. We want to make it clear and easy for people to attend comfortably, while not over-policing or patronising.

We want to fully implement government guidelines and take reasonable precautions as an expression of our love for our neighbours, while at the same time living in faith, not fear. Ultimately, we trust God who is our help and our shield, but we want to do all we can to be above reproach and make use of the resources and authorities that He has placed over us.

The document below is a working document, to be improved and reassessed as regulations change, and as we discover best practice.

The below is based on guidance issued by the government: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

**Risk Assessment formula**

Risk = Likelihood x severity

Likelihood
5. Near certain
4. Probable
3. Possible
2. Unlikely
1. Highly unlikely

Severity
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

**Areas of risk:**

Risk levels		
16+	High	Immediate action required
11-15	Medium	Implement all possible mitigations, seek to continue to improve control measures
1-10	Low	Maintain control measures and monitor, seek improvement where possible

<b>A. Coronavirus entering the premises and potentially infecting users of the building</b>
<b>B. Transmission of Coronavirus to an individual direct from infected person</b>
<b>C. Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>
<b>D. Transmission of Coronavirus to an individual via toilet facilities</b>
<b>E. Transmission of Coronavirus to an individual via contaminated waste</b>
<b>F. Transmission of Coronavirus to an individual via working in the church building</b>

<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>					
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners					
<b>Risk Rating before control measures</b>	Likelihood	4		<b>Risk Rating after control measures</b>	Likelihood	3
	Severity	5			Severity	5
	Overall Risk	20			Overall Risk	15

Control Measures	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Pastor	Reminder on the weekly email + posters
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Pastor	Reminder on the weekly email
3. Advise vulnerable not to attend in person	Elders	Email + personal conversations
4. Everyone to use hand sanitiser on entry to the building	Steward	
5. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Elders	Communicate Track & Trace, quarantine building for 48hours, deep clean before next use, elders mtg to decide next steps.
6. Display information posters about COVID safety	Pastor	
7. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Elders & stewards & everyone	social distancing markers & signs, info video and verbal reminders
8. Communicate guidelines to regular attendees	Pastor	Email info poster & video
9. Ensure good ventilation	Elders, stewards	Windows & doors open where possible.

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual direct from infected person</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	4		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	20			Overall Risk	10
				Score = Severity x Likelihood + 1 x Severity		

Control Measures	Person Responsible	Comments
1. Suitable social distancing policy in place	Everyone	Info signs and video, plus verbal reminders
2. No physical contact between persons from different households/bubbles	Everyone	Info signs and video, plus verbal reminders
3. One-way system of flow through building to avoid pinch points	Stewards	
4. Areas marked out of bounds where appropriate	Elder/Pastor	Minis room, Stairs, Kitchen, Offices, Storage cupboards
5. Seating arrangements adapted for social distancing	Elder/Pastor	
6. Capacity monitored and entry stopped when capacity reached	Steward	Online booking/attendance register. Check in at the door.
7. No congregational singing during services	Everyone	
8. Signage in place to remind people of safe practices	Pastor	
9. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Stewards	Anyone with physical disabilities will skip any queues & have priority for leaving the building.

10. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Pastor	Info video & posters
11. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Pastor	Online option available for all vulnerable people.
12. No raised voices (prayer or congregational response)	Leader of meeting	Prayer at a low level or individuals using an untouched, static microphone
13. Ensure good ventilation	Elders, stewards	Doors and windows open when possible.
14. Masks to be worn by 11years+	Stewards	

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	4		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	20			Score = Severity x Likelihood + 1 x Severity	Overall Risk

Control Measures	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles	Stewards	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Cleaners	Cleaning checklist to be followed after every meeting.
3. Collection not counted for 72 hours after service.	Pastor, Jonathan	Email sent out to inform members of online giving.
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Cleaners	Cleaned thoroughly after every use
5. No serving of food and drink items prior to or after the service.	Everyone	No refreshments, people to bring their own drink if needed.
6. Attendees asked to bring their own and take them away with them. Any Bibles used quarantined for 72 hours.	Pastor	Scripture could be displayed on screen to avoid unnecessary contact
7. Microphones and other equipment kept to a single individual	Leader of the meeting	If microphone is shared, it will be left static, and adjusted by only one individual.
8. Use a cleaning checklist	Cleaners	Divided into different regions of the building.
9. Keep Register of attendees	Pastor/stewards	Online Register/attendance.
10. No tables to gather around	Elders	This will avoid unnecessary contact as well as adhering to social distancing.

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via toilet facilities</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	4		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	20			Score = Severity x Likelihood + 1 x Severity	Overall Risk

Control Measures	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Cleaners	
2. Toilets supplied with disposal hand towels (not a reusable linen towel)	Cleaners	Already in place.
3. Follow cleaning checklist	Cleaners	
4. Mark and communicate social distanced queue system	Pastor	
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Cleaners	
6. Handwashing posters displayed	Pastor	Already in place
7. Children under 11 to be accompanied to the toilet	Responsible Parent/Career	Video & verbal notification.
8. Hand sanitiser provided outside toilets	Pastor	
9.		



<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via contaminated waste</b>					
<b>Persons at risk</b>	Cleaners and anyone else handling waste					
<b>Risk Rating before control measures</b>	Likelihood	4		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	20			Score = Severity x Likelihood + 1x Severity	Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Everyone	Remove bins to encourage this	
2. All waste to be assumed contaminated and handled appropriately	Everyone		
3. Anyone handling waste to be trained in suitable working practices	Pastor/ Mandy/ Elders	Info sheet written and communicated to all cleaners.	
4. All waste handled with suitable PPE	Cleaners	Aprons & gloves provided.	
5. All bins lined with disposable liners and all waste double bagged prior to disposal and quarantined for 72hours before disposal.	Cleaners		
6. Lidded bins operated by foot-pedal to be provided		Bins removed from the auditorium to avoid contamination.	
7. Keep Register of attendees	Pastor	Online Register.	
8.			
9.			

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via working in the church building</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	3		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	15			Score = Severity x Likelihood + 2 x Severity	Overall Risk

Control Measures	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Luke C, Nick & Gareth	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Luke C, Nick & Gareth	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Luke C, Nick & Gareth	
4. Provide hand sanitiser for meetings.	Luke C, Nick & Gareth	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Luke C, Nick & Gareth	
6. For areas where regular meetings take place, use signage to help people maintain social distancing.	Luke C, Nick & Gareth	
7. Implement quarantine procedures for goods and items entering the premises.	Luke C, Nick & Gareth	
8. Ensure good ventilation	Luke C, Nick & Gareth	
9.		
10.		

<b>Risk:</b>						
<b>Persons at risk</b>						
<b>Risk Rating before control measures</b>	Likelihood			<b>Risk Rating after control measures</b>	Likelihood	
	Severity				Severity	
	Overall Risk				Overall Risk	

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
1.			
2.			
3.			
4.			
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6.			
7.			
8.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9.			
10.			
11.			
12.			
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16.			
17.			
18.			

## Review/Revision Record

Date of Review	Confirmed by	Comments
28 <sup>th</sup> August 2020	Luke Crowter	Minor tweaks made due to latest guidance & best practice.