

Covid-19 Risk Assessment

Version 4 Produced by Property Support Team	Updated 26 June 2020	Updated link to Safely Using Places of Worship Removing Signing in Register Cleaning section has been moved to separate document to include updates Moved Risk Assessment template to the end Action Plan moved to separate document Added new links for signage Updated Information Section to include Test and Trace Add more links for Further Information
Version 5	Updated 30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

¹Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence.

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

Cleaning

Please refer to the [Cleaning Churches during Covid-19 guidance](#) for further information on cleaning regimes.

Good Hygiene

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. Replace hand dryers with paper towels and bins. Bins should have liners and should be emptied frequently to safely dispose of waste.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
7. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
 - a. [NHS Hand-Washing Technique](#)
 - b. [Hand-Washing Technique \(child version\)](#)
 - c. [DoH Wash Your Hands](#)
 - d. [Follow Catch it, Bin it, Kill it](#)
 - e. [Cover Coughs and Sneezes \(child version\)](#)
 - f. [Compliance with Covid-19 Guidance](#)

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for safe distancing and regular handwashing, which remain the most important actions.

- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.

Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building.
4. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
5. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
6. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.

2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner
- General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Coronavirus outbreak FAQ's: what you can and cant do after 4 July -<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>
- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbe

Name & Address of Church	Chesham Methodist Bellingdon Road HP5 2HA	Assessment under taken by Ann Field
Area of Building Assessed	Lobby, Toilets, Church Hall and Wesley Hall	Date of Initial Assessments: 30/07/2020 Reviewed/Revised 24/08/2020 Date to be Reviewed – 24/09/2020

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2= Frequently 3= Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Lobby	All users	Not quantifiable Could be on any occasion that people are in the building	2-3	3-4 could be 6-9	Leave front doors and hall doors open to reduce unnecessary handling Toilet doors wedged open as above Posters reminding thorough handwashing Sanitiser in lobby, also near both hall doors Poster to advise 2 metre distancing Test and trace sheet to be available and used by everyone at each meeting, kept for 21 days by each hirer Cleaning – the lobby, halls and toilets will be	Bookings secretary will inform groups via letter CMC to provide Booking secretary and leadership team provide posters etc Person hiring premises CMC cleaner

					cleaned regularly and sanitised by each hirer at end of session	
Toilets					<p>Notice reminding people to wash their hands and use towel to turn tap off</p> <p>One in one out policy with the use of the two separate toilet blocks in the lobby, do not congregate by doorways.</p> <p>Toilets used to be sanitised/cleaned at end of hire</p> <p>We have paper towels; will provide sanitiser or wipes as needed; reminders to wash hands also;</p>	<p>Booking secretary and leadership team provide poster etc</p> <p>Person hiring premises</p>
Kitchen/coffee shop					Currently not in use – advised to bring bottled water	CMC leadership team
Small Hall					<p>Congregation/attendees advised to go straight into hall</p> <p>Chairs to be set out 2 metres apart/or social distancing observed</p> <p>As there is no alternative exit route the back rows will be asked to leave first through lobby.</p> <p>Doors to be left open, to allow air to flow, also windows. Doors and windows to be securely</p>	Person hiring premises

					fastened before leaving to hall closed on leaving	
Wesley Hall					<p>Congregation/attendees advised to go straight into hall</p> <p>Chairs to be set out 2 metres apart/or social distancing observed.</p> <p>Social distance poster provided by CMC</p> <p>There are two access points one to be used to enter and the other to exit especially when two sessions are run back to back</p> <p>Doors open to allow air flow, securely fastened at end of hiring</p>	Person hiring premises
Face coverings					Face coverings must be worn inside the building unless exempt	CMC leadership team
Legionella					<p>Toilets flushed and taps run weekly throughout lockdown as advised</p> <p>Test carried out with a negative result</p>	CMC property steward
<p>New guidelines 14/09/2020</p> <p>Rule of Six</p>					Hirers have agreed they meet the requirements of the new guidelines and are exempt, either through a sport or employment related booking	Ann Field added this requirement on 14/009/2020 all groups contacted

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