



## Risk assessment – COVID 19

<b>Church: Kelvedon United Reformed Church</b>	<b>Date completed: 18/07/2020</b>	<b>Review date: 01/09/2020 or earlier if there is significant change to the Government's Guidance or if the R value increases in this region.</b>
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A Hazrisk assessment has not been carried out as it relies very much on an individual's perception of likelihood / severity, but with the age demographic of the Church congregation (80+ - 9, 70+ - 17, 60+ - 6, ≤59 – 6), it is our opinion that the risk of COVID 19 infection is **HIGH**. The guidance specifically states that Individuals who are aged 70 years and over, are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Access to church building</b>	One point of entry to the church building clearly identified.	Entry will only be permitted through the front door. New Road and carpark entrances are to remain locked. No Entry notices to be placed on these two doors.	TA / JH	03/07/2020 TA & JH
	Buildings have been aired before use.	Windows in Sanctuary to be opened.	TA	24/06/2020 TA
	Check for general cleanliness.	Prior to the first Sunday of Worship, the building is to be checked to ensure cleanliness and that necessary measures have been implemented	TA / JH	02/07/2020 TA & JH
	Ensure water systems are flushed through before use.	Water systems have been regularly used during lockdown		30/06/2020 TA
	Switch on and check electrical and heating systems if needed.	Heating systems turned off at present. Electrical systems have been used during	TA / JH	02/07/2020 Lighting only JH & TA



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Welcome on the door	lockdown and some electrical work carried out.  Person carrying out welcome duties to position themselves on the spot marked on the carpet in the vestibule and will request that everyone uses the hand sanitiser positioned on the table. No handshakes, etc to be offered	JH to mark spot on carpet  TA to circulate R/A to those that will be welcoming	JH 02/07/2020  03/07/2020 JG has provided checklist for Duty Elder
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Sign to be placed at table inside entrance vestibule. Hand sanitiser to be provided	TA	02/07/2020 JH & TA 25/06/2020 NP
	Whilst queuing to gain access to church, people to maintain Social Distancing.	It should be noted that the forthcoming “1 metre +” concept means it is now possible to be 1 metre away from someone outside your household instead of 2 metres, AS LONG AS THERE'S ANOTHER MITIGATING FACTOR IN PLACE, such as a screen, face-coverings, or hand-washing facilities in close proximity. If one of these factors is not in place the rule remains at keeping 2m apart	Everyone	Each Sunday.  2m chalk marks placed on external path TA & JH 02/072020
<b>Preparation of the Church for worship</b>	Hymn books or Bibles	The use of books is discouraged, and people should be encouraged to bring their own. Any books that are used are to be placed to one side at the end of worship and left for 48 hours	TA/JH	Each Sunday



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Donations box	Donation box to be removed, worshippers to be asked to consider using direct debit / standing orders. Donation plate to be placed inside sanctuary and when Elder is locking up, the plate to be carried (using disposable glove), and placed in storeroom	TA/JH  Duty Elder	02/07/2020 TA & JH  Each Sunday
	Communion	Disposable Fellowship Cup box to be purchased and individual packs to be made available to those participating. Bin to be made available for individuals to dispose of cup and packaging as they leave the premises. If disposable cups are not available by Church opening, it is recommended that communion be postponed until they are available.	Elders, those participating in communion	Each Communion Sunday



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Maintaining social distancing in the sanctuary (See Additional information re Social Distancing in “Whilst queuing to gain access to church”, above).</p>	<ol style="list-style-type: none"> <li>1. Access to the church is only permitted through the front door. New Road vestibule entrance and entrance from car park to remain locked. No Entry signs to be placed on doors</li> <li>2. A one-way system will be in operation with arrows on the floor to mark direction.</li> <li>3. Chairs placed to ensure current social distancing requirements are maintained for households</li> <li>4. Church not to be opened prior to 10:15 to prevent worshippers having prolonged contact with one another</li> <li>5. At the end of worship, people are to be encouraged to leave the building promptly.</li> </ol>	<p>JH</p> <p>JH/TA</p> <p>JH/TA</p> <p>Duty Elder</p> <p>Duty Elder</p>	<p>02/07/2020 TA &amp; JH</p> <p>03/07/2020 JH</p> <p>02/07/2020 JH &amp; TA</p> <p>Each Sunday</p> <p>Each Sunday</p>
	<p>Singing</p>	<p>Singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting should be avoided. Playing of blown musical instruments should also be avoided</p>	<p>Worship leader</p>	<p>Each Sunday</p>
	<p>To reduce the necessity to touch door handles and light switches</p>	<p>Duty Elder to arrive earlier to switch on lights (if required), wedge open doors between New Road vestibule and small meeting room, and small meeting room and sanctuary. Also, to ensure that kitchen door, door between meeting</p>	<p>Duty Elder</p>	<p>Each Sunday</p>



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		rooms and door between large meeting room and sanctuary are locked. Duty Elder to be supplied with antiseptic wipes to clean all surfaces that may be touched. At end of worship and when everyone has left the building the Duty Elder is to switch lights off and remove wedges.		
	To prevent contracting COVID 19 virus after using the sanctuary	The Duty Elder is to ensure that the doors between the sanctuary and the meeting room are locked before exiting the building through the front door. Use antiseptic wipes where considered necessary. Access to sanctuary not permitted until Wednesday morning.	Duty Elder	Each Sunday
	Hygiene in toilets	Notices to be placed asking people to wash their hands / use hand sanitiser and to wipe down surfaces using antiseptic wipes. Wipes to be disposed of in bins outside toilets.	TA/JH for signs Duty Elder to ensure wipes and sanitiser in place	02/07/2020 TA & JH  Each Sunday
	Access to computer / sound booth	This should only be accessed by the Duty Elder	Duty Elder	Each Sunday
	Reducing possible contamination of building	1. Access to balcony should not be permitted as anyone coughing in balcony area could project the virus on to people below 2. It is mandatory that people wear face coverings.	Red and white tape placed at bottom of stairs Everyone	25/06/2020 TA & JH  Each Sunday



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		3. Worship leader to remain behind communion table and to maintain 2 metres	Worship leader	Each Sunday
	Tracing (as part of NHS Test & Trace)	Names of those that have attended worship are to be recorded. Any visitors to the church are to provide contact telephone number.	Duty Elder and record to be maintained for 21 days.	Each Sunday
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	Cleaning of Sanctuary	If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning. Cleaner to continue cleaning sanctuary on Friday mornings	TA – Key for rear door & kitchen supplied to cleaner	19/06/2020 TA
	Personal Protective Equipment	Disposable hand gloves provided. Cleaner to ensure that hands washed regularly Gloves to be disposed of in bin after use.	TA to source Cleaner	25/06/2020 TA Each occasion
	Surfaces to be wiped	Antiseptic spray to be made available	TA to source	02/07/2020 TA
	Removal of waste	Bins to be emptied regularly	TA	Minimum weekly TA
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.		Elders to arrange	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	See <a href="#">Public Health England guidance available here.</a>	Elders to arrange	