

# COVID-19 Risk Assessment for Holbrooks Evangelical Church

## Reopening of the church premises for services, events, and meetings.

Risk Assessment carried out by: Jon Bass (Pastor)

Agreed by: Trustees

Date assessment was carried out: 2<sup>nd</sup> July 2020

To be reviewed: 13<sup>th</sup> August 2020

Address: 20 Parkgate Road, Holbrooks, Coventry, CV6 4GD

(reviewable every three weeks)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Entering and Exiting the building and premises</b></p>	<p>All users of the building:</p> <p>Spread and transmission of COVID-19</p>	<p>Parking restricted to larger gravel carpark area only (services, events, and meetings)</p> <p>Entrance/Exit for vehicles through the left gate &amp; pedestrian access through the right gate (as you face the church).</p> <p>A 'walk through' video to be shared explaining procedures, as well as a written document to be displayed and made available.</p> <p>This R.A will be distributed and made available.</p>	<p>Outside marshals in place for carpark and queue management</p> <p>Appropriate signage to be displayed, including clear markings to ensure social distancing</p> <p>Upon entry names will be ticked off &amp; kept securely for 21 days to aid track and trace. Visitors to be recorded separately.</p> <p>Queuing system in place to manage arrival of different households. Arrival no earlier than 30 mins before start time.</p> <p>All attendees required to sanitise hands upon entry and exit</p>	<p>Ben and Jon to communicate procedures to the church &amp; assign stewards.</p> <p>Trustees to monitor guidance</p>	<p>23<sup>rd</sup> July</p> <p>Ongoing action</p>	<p>Done</p>

		<p>A one-way system through the building has been put into place for before and after the services.</p> <p>A pre-event checklist must be completed before each service or event to ensure it is safe to open the building.</p>	<p>Marshals and signage in place to direct people arriving and exiting.</p> <p>Doors propped open where possible</p> <p>Exiting the building following one-way system managed appropriately by the service leader and marshals.</p>			
<b>Communal Areas</b>	<p>All attendees of services, events, and other meetings:</p> <p>Spread of COVID-19</p>	<p>Seating in main church changed and pews moved to ensure social distancing.</p> <p>Marshals in building have been assigned and trained, and responsible for implementation of risk assessment</p> <p>Trustees to continue monitoring Government guidance and implement changes as needed.</p> <p>A poll of regular church attendees taken to ascertain how many people would like to attend.</p> <p>No other weekly meetings will take place until further notice.</p>	<p>Indoor meetings in main church are limited to 50 people (30 for weddings and funerals)</p> <p>Baptisms will not take place until further notice.</p> <p>A booking system in place to ensure we can safely seat families, couples, and individuals, whilst maintaining 2m distance.</p> <p>‘Livestream’ all services for those who are unable to attend due to space restrictions and the vulnerable</p> <p>Those who are vulnerable, shielding encouraged to stay at home, those who are symptomatic must not attend (<i>see emergency action plan</i>)</p>	<p>Jon and Ben to order supplies and assign cleaning team</p> <p>Trustees to monitor guidance</p> <p>Jonathan and Bev to oversee on the day</p> <p>Jon and Rich to set up and test</p> <p>Jon and Ben to communicate guidance</p>	<p>23<sup>rd</sup> July</p> <p>Ongoing action</p> <p>Ongoing action</p> <p>23<sup>rd</sup> July</p> <p>23<sup>rd</sup> July</p>	<p>Done</p> <p>Done</p> <p>Done</p>

			<p>Service length shortened, no creche or Sunday School until further notice Church to be deep cleaned before reopening, and between each service (see cleaning schedule)</p> <p>Ensure sufficient ventilation (windows and doors)</p> <p>Small hall treated as separate building, limit of 12 people, own toilets and entry and exit points at all times.</p> <p>Garden can be used with social distancing, to a maximum of 30 people.</p> <p>Purchase of PPE and Cleaning products</p>	Ben and Jon to order		Done
<b>Use of communal items</b>	All attendees: Spread of COVID-19	All hymn books and Bibles have been removed from the pews.	People will be encouraged to Bring Your Own Bible (BYOB)	Ben & Jon	23 <sup>rd</sup> July	Done
		Hymn books and Bibles will not be available for general use.	Songs words and readings will also be projected onto the screen. (see singing section)	Trustees to monitor guidance	Ongoing action	
			Children's toys and play equipment not to be used	Ben and Jon to ensure they are locked away	23 <sup>rd</sup> July	Done
<b>Use of pulpit/lectern/platform use</b>	All attendees, preachers, and service leaders: Spread of COVID-19	Pulpit to be used by preacher only	Where more than one person is involved in the service, separate areas to be used.	Trustees to monitor and assess	Ongoing action	
		Platform lectern to be used by service leader.			23 <sup>rd</sup> July	Done



<b>Communion</b>	All partakers: Spread of COVID-19	Communion will not take place until the Elders deem it safe and appropriate to re-instate Elders will continue to monitor Government guidance	At the point that communion is re-instated by the Elders, it will be done so in line with current guidance following the necessary safety measures.	Elders to monitor guidance  Elders to communicate plans	Ongoing action  Ongoing action	
<b>Singing</b>	All attendees of public gatherings: Spread of COVID-19	There are no plans to include congregational singing until Government guidance permits.	Songs to be played through the sound system, and words to be protected onto the screen.  Attendees encouraged to sing joyfully in their hearts  Trustees will continue to monitor Government guidance	Elders to monitor guidance and communicate plans	Ongoing action	
<b>Unused facilities (Whole building)</b>	All attendees and users of the building:  Legionella/fire safety/injury resulting from unsafe premises		Fire systems to be checked.  Electrical systems, including any emergency lighting  Boiler to be checked for leaks  All taps to be run for at least 5 minutes on all outlets to removed legionella risk.	Trustees/Maintenance	23 <sup>rd</sup> July	Done
<b>Food preparation</b>	Food handlers/consumers: Spread of COVID-19	No food will be prepared or consumed on the premises until further notice ( <i>see communion section</i> )	No food or drink will be provided before, during or after the services  Kitchen to be locked and remain out of use during gatherings.  During the week, kitchen use to be limited.	Trustees to monitor guidance and re-instate refreshments and food consumption when safe to do so	Ongoing action	

			Kitchen to be cleaned regularly.			
<b>Shared office space</b>	Office based staff, volunteers, and other office users:  Spread of COVID-19	Office based workers (Ben Holmes and Jon Bass) work in the office, adhering to social distancing.  Limit to two office workers at any given time.  Hand sanitisers available in the office  Smaller office used for Steve (separate door used)	Continue to implement/monitor the latest Government advice.  Pastoral consultations in the office to be pre-booked, cleaning before and after, limit of one household.  Ensure 2m distancing is adhered to.  Regular cleaning of the office space, including communal touch points.	Ben & Jon to implement changes.  Ben & Jon to continue to monitor guidance and implement changes as required.	23 <sup>rd</sup> July  Ongoing action	Done
<b>Collection of donations</b>	All attendees, offering counters and those banking:  Spread of COVID-19	Encourage online banking where possible	Cheque/cash donations, collected on one plate, quarantined for 48 hours, counted by one person, sanitise hands before/after	Trustees to nominate a responsible person to deal with cash/cheques with someone to observe	23 <sup>rd</sup> July	Done
<b>Physical Touch</b>	All attendees:  Spread of COVID-19	Maintaining 2m social distancing at all times  No shaking of hands, hugging or any other form of physical contact during services	Signage displayed around the building  Reminders given during the service from the person leading the service	Jon to display signage  Service leader	23 <sup>rd</sup> July  Ongoing	Done
<b>Safety and Security</b>	All attendees:  Slips, trips and falls, fire safety, and site security	All access routes to be kept clear, all emergency exits available and clearly signed  Site will be secured after use and items of value locked away	Monitor risks on the day in line with our regular H&S risk assessment that is in place.  Emergency procedures to be announced at every meeting	Trustees to monitor  Service Leader	Ongoing  Ongoing	