

COVID-19 Risk Assessment for Holbrooks Evangelical Church

Reopening of the church premises for general use and Sunday services

Risk Assessment carried out by: Jon Bass & agreed by the Trustees

Date review was carried out: 5th January 2021

We will be monitoring the infection rate and ongoing situation in the local area weekly, and will cease in person services if wise to do so

Reason for Review: Implementation of 3rd national lockdown from 5th January

Address: 20 Parkgate Road, CV6 4GD

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
Entering and Exiting the building and premises	All users of the building:	Parking area immediately outside the entrance and exits has been marked off and will be kept clear.	Stewards and venue managers will monitor proceedings.	Stewards	Ongoing action	Done
	Spread and transmission of COVID-19	An updated video has been shared explaining procedures, as well as a written document displayed and made available.	Appropriate signage to be displayed, including clear markings to ensure social distancing	Jon	As required	
		This R.A has been distributed and made available.	Upon entry names will be ticked off & kept securely for 21 days to aid test and trace or the NHS QR code can be used.	Stewarding team on the day	Ongoing action	
		Movement around the building will be managed by a keep left system – entry via the main doors (largest safe area)	Everyone will be required to confirm they are well and without symptoms upon arrival	Stewarding team	Ongoing action	
			Updated queuing system in place to manage arrival of different households.	Stewarding team	9 th January	

		A pre-event checklist is completed before each service or event to ensure it is safe to open the building.	<p>Welcome desk moved further inside the foyer to allow for the colder weather.</p> <p>Entrance and exit point to be set out to facilitate 'keep left' procedures</p> <p>All attendees required to sanitise hands upon entry and exit</p> <p>Stewards and signage in place to direct people arriving and exiting.</p> <p>Doors propped open where possible</p> <p>Exiting the building will be managed by stewards – leaving row by row (in households).</p> <p>Exit via the rear doors to the main carpark or via the front doors</p>	<p>Jon to display and update signage.</p> <p>Venue manager</p> <p>Stewards</p>	<p>2nd January</p> <p>2nd January</p> <p>Ongoing action</p>	<p>Done</p> <p>Done</p>
Communal Areas	<p>All attendees of services, events, and other meetings:</p> <p>Spread of COVID-19</p>	<p>Seating in main church changed and pews has been moved to ensure social distancing.</p> <p>Stewards/venue managers have been assigned and trained, and are responsible for implementation of risk assessment</p>	<p>Indoor meetings in main church are limited to 50 people for lockdown (No weddings and 30 for funerals)</p> <p>A booking system in place to ensure we can safely seat families, couples, and individuals, whilst maintaining social distancing.</p> <p>'Livestream' all services for those who are unable to attend due to</p>	<p>Trustees to monitor guidance</p> <p>Ben, Jon, and Bev to monitor bookings</p> <p>Jon and Rich to set up and test.</p>	<p>Ongoing action</p> <p>Weekly action</p> <p>23rd July</p>	<p>Done</p>

		Trustees will monitor Government guidance and implement changes as needed.	space restrictions and those isolating	Additional team members to be trained	1 st December	Done
		No other meetings in person until further notice.	Those who are symptomatic must not attend (<i>see emergency action plan and arrival procedures</i>)	Jon and Ben to communicate updates	10 th Sept	Done
		Baptisms will not take place until further notice.	Those who are vulnerable or those required to shield should not attend.	Jon and Ben to reissue this advice	9 th January	
		Church is deep cleaned weekly, for COVID purposes we have also implemented a cleaning schedule for each area of the building.	When seated leave at least 3 seats between households, appropriate signage to be displayed	Venue managers to monitor Jon to update signage	Ongoing action	
			There will no creche during the service, although the small hall will be made available for Parents/carers to use ensuring social distancing is maintained.	Jon and Ben to communicate plans & venue managers to monitor on the day		
			Church to be deep cleaned before & between each service (see cleaning schedule)	Stewarding team	Weekly action	
			Ensure sufficient ventilation (windows and doors) – advise those attending to bring warmer clothes			
			At the end of the service individual groups/households to leave in households, maintaining social distancing.	Service leaders to communicate plans	Weekly action	Done

			<p>Arranged fellowship after the service will not be permitted until further notice.</p> <p>In indoor and outdoor spaces must remain in households or bubbles, must remain in seats with no mingling between households.</p> <p>Purchase of PPE and Cleaning products</p> <p>Masks are to be worn for all meetings whilst in the building, unless exempt or a child under 11</p> <p>Service leader/preacher, and anyone involved in the service exempt whilst at the front. A distance greater than 2m between congregation to mitigate.</p> <p>Small hall limit and kitchen not to be used during lockdowns (except for parents)</p>	<p>Venue managers/Elders to monitor</p> <p>Stewards/Service leaders</p> <p>Cleaning Team</p> <p>Venue managers to monitor</p> <p>Stewarding team</p>	<p>Weekly action</p> <p>Weekly action</p> <p>As required</p> <p>Ongoing action</p> <p>Weekly action</p>	<p>Done</p>
Use of communal items	<p>All attendees:</p> <p>Spread of COVID-19</p>	<p>All hymn books and Bibles have been removed from the pews.</p> <p>Hymn books and Bibles will not be available for general use.</p>	<p>People will be encouraged to Bring Your Own Bible (BYOB)</p> <p>Songs words and readings will also be projected onto the screen. (see singing section)</p> <p>Children's toys and play equipment not to be used</p>	<p>Ben & Jon to communicate</p> <p>AV Team</p> <p>Ben and Jon to ensure they are locked away</p>	<p>23rd July</p> <p>Ongoing action</p> <p>23rd July</p>	<p>Done</p> <p>Done</p>

<p>Use of pulpit/lectern/platform use</p>	<p>All attendees, preachers, and service leaders: Spread of COVID-19</p>	<p>Separate lecterns will be used for different people taking part.</p>	<p>Where more than one person is involved in the service at the same time, separate areas of platform to be used. Lecterns, music stands are not to be shared, and to be cleaned and sanitised between use and services.</p>	<p>Trustees to monitor and assess Individual users</p>	<p>Ongoing action Ongoing action</p>	
<p>AV Tech area</p>	<p>AV technicians: Spread of COVID-19</p>	<p>Only two people will run the AV on any given service. If operators are from different households, appropriate social distancing in place</p>	<p>Area to be cleaned down before each service or event AV area and equipment will be cleaned and sanitised each week. Weekly rota to be put in place with the same person operating each system in both services. Where this is not possible, AV area to be cleaned between services</p>	<p>Jon to monitor and inform the AV team AV team Jon to put in place and inform the team</p>	<p>27th October Ongoing action 27th October</p>	<p>Done Done</p>
<p>Use of toilets</p>	<p>All attendees: Spread of COVID-19</p>	<p>Toilets will be cleaned regularly and between services Hand dryer not to be used and has been taken out of action</p>	<p>Toilets to be used on a one in one out system Users will be required to sanitise their hands upon entry and exit. Door to the toilet corridor to be propped open during meetings Appropriate signage to be displayed in and around the toilets.</p>	<p>Jon & Ben to communicate plans Stewards to monitor Jon to order signage Venue managers to manage on the day</p>	<p>23rd July Weekly action 23rd July Ongoing action</p>	<p>Done Done</p>

Communion	All partakers: Spread of COVID-19	Communion will not take place during lockdown 3	When communion takes place, the plan will follow the guidance and we will be carried out with COVID secure procedures	To be reassessed after lockdown 3	N/A	
Singing	All attendees of public gatherings: Spread of COVID-19	There are no plans to include congregational singing until Government guidance permits.	Words to be projected onto the screen. Attendees encouraged to hum along or reflect on the words. Music group will play and sing at each service. Group members to be socially distanced from each other, and from the congregation Trustees will continue to monitor Government guidance	Elders to monitor guidance and communicate plans Service leader to instruct congregation Jon and music team to trial, and plan Trustees	Ongoing action Weekly action 3 rd October Ongoing action	Done
Food preparation	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 remain out of use during gatherings. During the week, kitchen use to be limited. Kitchen to be cleaned regularly.	Trustees to monitor guidance and re-instate refreshments and food consumption when safe to do so	Ongoing action	
Shared office space	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. Hand sanitisers available	Continue to implement/monitor the latest Government advice. Pastoral consultations in the office only in exceptional circumstances	Ben & Jon to implement changes. Ben & Jon to continue to monitor guidance	23 rd July Ongoing action	Done

		Smaller office used for Steve Employees are not required to wear masks An individual NHS QR code now available for visitors as well as a sign in sheet	Regular cleaning of the office space. All regular meetings (excluding pastoral exceptions) will be held on Zoom.	Cleaning Team Jon and Ben to monitor	Ongoing Ongoing	
Collection of donations	All attendees, offering counters: Spread of COVID-19	Encourage online banking where possible	Cheque/cash donations, collected on one plate, quarantined for 72 hours, counted by two people, sanitise hands before/after	Finance Team to nominate two counters	3 rd October	Done
Physical Touch	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/Venue managers	23 rd July Ongoing	Done
Safety and Security	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 H&S risk assessment. Emergency procedures to be announced at every meeting	Venue managers Service Leader	Weekly action Ongoing	

Signed by:

Ben Holmes (Pastor)

Jon Bass (Asst. Pastor)

Gary Brooker (Elder)

Chris Hill (Deacon)

Arly Grove (Deacon)

Steve Foxwell (Deacon)

Josh Richardson (Deacon)

Jonathan Tosh (Deacon)