**SEDBURY EVANGELICAL CHURCH**

**RETURNING TO CHURCH RISK ASSESSMENT**

The latest government guidance document at the time of this risk assessment can be found here-

hhtp://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july

We, the Trustees -

* Aim to create an environment that makes it easy for people to adhere to the government guidance.
* Aim to create a culture where people behave in the new-normal way that adheres to the government guidance
* Lead by example
* Expect people to adhere to the principals

As government guidance changes this document will be updated

7 July 2020 jks updated 13 July 2020

Updated 11 June 2021

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| **SEDBURY EVANGELICAL CHURCH** | | | | | | | | | |  |
| **Risk:** **Coronavirus entering the premises and potentially infecting users of the building**  **Persons at risk:** Members, attendees, contractors | | | | | | | | | |  |
| **Risk rating before**  **Control measures** | Likelihood | 5 | |  | | | **Risk Rating after**  **Control measures** | Likelihood | 5 |  |
| Severity | 5 | | Severity | 3 |  |
| Overall Risk | 35 | | Overall risk | 21 |  |
| **Control Measures** | | | **Control in place Y/N** | | **Person Responsible** | **Comments** | | | |  |
| Ask everyone symptomatic not to attend | | | Y | | JS | Safety posters displayed  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | | |  |
| All attendees asked to follow government guidance on self-isolation and/or positive test/contact tracing/returning from foreign travel | | | Y | | JS | Safety posters displayed  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | | |  |
| Extremely vulnerable can attend Church but are advised to take extra precautions | | | Y | | JS | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | | |  |
| Everyone to use hand sanitiser on entry to the building | | | Y | | JS  Everyone | Hand sanitising Station in entrance porch with sign and instructions for use  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | | |  |
| Display suitable posters to ask people with symptoms not to enter the building | | | Y | | JS | Safety Posters in place | | | |  |
| Social distancing measures of 2 meters to be maintained where possible including on arrival and departure from the premises | | | Y | | JS | Safety Posters advising 2m distance | | | |  |
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| **SEDBURY EVANGELICAL CHURCH** | | | | | | | | | |
| **Risk: Transmission of Coronavirus to an individual direct from infected person**  **Persons at risk:** Members, attendees, contractors | | | | | | | | | |
| **Risk rating before**  **Control measures** | Likelihood | 5 |  | | | **Risk Rating after**  **Control measures** | | Likelihood | 5 |
| Severity | 5 | Severity | 3 |
| Overall Risk | 35 | Overall risk | 21 |
| **Control Measures** | | | | **Control in place Y/N** | **Person Responsible** | | **Comments** | | |
| Suitable social distancing policy in place (2m or ‘1m with mitigations’) according to current government guidelines | | | | Y | Everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee.  Safety posters  Masks available | | |
| No physical contact between persons from different households/bubbles in line with government guidelines in place at time of gathering | | | | y | Everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Areas marked out of bounds where appropriate | | | | Y | JS | | No access to lower hall and bungalow | | |
| Seating arrangements adapted for social distancing | | | | Y | JS | | Alternate rows of chairs removed | | |
| Capacity monitored and entry stopped when capacity reached | | | | Y | TS | | Capacity will vary depending on household/bubble groups and will be monitored on a week by week basis | | |
| No congregational singing during services.  Indoors – 6 amateur or professional singers  Outdoors – congregational singing in group of up to 30  Maintain social distancing | | | | Y | everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| **Mandatory face covering** ( unless exempt)  Minister/Elder/Leader not required to wear face covering whilst taking the service but required at all other times | | | | Y | Everyone | | Jane Samuel to ensure adequate publicly visible information in place  Church to hold stock of Face mask for people who attend without one | | |
| Signage in place to remind people of safe practice | | | | Y | JS | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| **Meeting indoors** – Maximum group of 6/2 households  Maintain social distance between individuals from different households  No mixing/mingling outside of the group of 6/2 households | | | | Y | Everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| **Meeting outdoors-** Muiltiple groups of a maximum 30 can meet in Church car park, garden, courtyard.  Maximum capacity determined by social distancing. If not Church car park, garden courtyard, only one group maximum 30 permitted | | | | Y | Everyone | | Maintain social distance between and within groups  Limit to one group of 30 if car park in use as people will spill onto public space | | |
| **Weddings**  Maximum 30 people | | | | Y | Everyone | | No prohibition on mixing and mingling  Social distancing should be observed | | |
| **Funerals**  No limit set by rules | | | |  |  | | No prohibition on mixing and mingling  Social distancing should be observed  Number limited to observance of social distancing  capacity of building | | |

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| **SEDBURY EVANGELICAL CHURCH** | | | | | | | | | |
| **Risk: Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities**  **Persons at risk:** Members, attendees, contractors | | | | | | | | | |
| **Risk rating before**  **Control measures** | Likelihood | 5 |  | | | **Risk Rating after**  **Control measures** | | Likelihood | 5 |
| Severity | 5 | Severity | 3 |
| Overall Risk | 35 | Overall risk | 21 |
| **Control Measures** | | | | **Control in place Y/N** | **Person Responsible** | | **Comments** | | |
| Doors kept open where possible to reduce contact with door handles ( may not be appropriate for fire safety or to maintain suitable temperature) | | | | Y | Everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray | | | | Y | Everyone | | Sanitiser spray and wipes available | | |
| No passing of collection bag/plate and collection not counted for 72 hours after service | | | | Y | JS | | Open basket available –money to be quarantined for 72 hours or handled with gloves.  Alternatively giving by direct bank transfer encouraged  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Toilets supplied with disposable hand towels (not reusable linen towel) | | | | Y | JS | | Linen towel replaced with disposable hand towel | | |
| Building not used again for 72 hours or building thoroughly deep cleaned between uses | | | | Y | AT | | Building will be used once a week on Sundays | | |
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| No serving of food and drink items prior to, during or after the service | | | | Y | JS | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| No distribution of Bibles or other books, attendees asked to bring their own and take them away with them | | | | Y | JS  Everyone | | Bibles, books, magazines and literature, including children’s books, removed from view.  Any books literature touched quarantined for 72 hours Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Microphones and other equipment to kept to a single individual | | | | Y | TS | | Only Tony Samuel to use microphone | | |
| Keep Register of attendees | | | | Y | JS | | Register of attendees will be kept for 21 days and then destroyed  Jane Samuel to ensure Written information and guidance given to each member and regular attendee advising this information is obtained | | |
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| **SEDBURY EVANGELICAL CHURCH** | | | | | | | | | |
| **Risk: Transmission of Coronavirus to an individual via toilet facilities**  **Persons at risk:** Members, attendees, contractors | | | | | | | | | |
| **Risk rating before**  **Control measures** | Likelihood | 5 |  | | | **Risk Rating after**  **Control measures** | | Likelihood | 5 |
| Severity | 5 | Severity | 3 |
| Overall Risk | 35 | Overall risk | 21 |
| **Control Measures** | | | | **Control in place Y/N** | **Person Responsible** | | **Comments** | | |
| Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray | | | | Y | AT | | Part of regular cleaning | | |
| Toilets supplied with disposable hand towels (not a reusable linen towel) | | | | Y | JS | | Linen towel replaced with disposable hand towel | | |
| Setting clear use and cleaning guidance for toilets to ensure they are kept clean | | | | Y | JS | | Safety poster in toilet  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Provision of adequate and appropriate waste facilities | | | | Y | JS | | Waste bins to be replaced | | |
| Ask people to spray toilet, taps and door handles after use | | | | Y | JS | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| Children under 11 to be accompanied to the toilet | | | | Y | JS | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
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| **SEDBURY EVANGELICAL CHURCH** | | | | | | | | | |
| **Risk: Transmission of Coronavirus to an individual via contaminated waste**  **Persons at risk:** Anyone handling waste | | | | | | | | | |
| **Risk rating before**  **Control measures** | Likelihood | 5 |  | | | **Risk Rating after**  **Control measures** | | Likelihood | 5 |
| Severity | 5 | Severity | 3 |
| Overall Risk | 35 | Overall risk | 21 |
| **Control Measures** | | | | **Control in place Y/N** | **Person Responsible** | | **Comments** | | |
| Everyone asked to take their waste home with them | | | | Y | JS  Everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| All waste assumed to be contaminated and handled appropriately | | | | Y | JS | | All waste to be placed in foot operated bin provided  Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| All bins lined with disposable liners and all waste double bagged prior to disposal | | | | Y | JS | | Provide bin liners  All waste bags to be quarantined for 72 hours prior to disposal in general waste | | |
| All waste handled with suitable PPE | | | | Y | JS | | Provision of disposable, gloves, aprons and masks | | |
| Lidded bins operated by foot pedal to be provided | | | | Y | JS | | Procure appropriate bins | | |
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