**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

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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 | | | |  |
| Advise over people over 70 and/or vulnerable not to attend | | | 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’) | | | | 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 | | | | 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 disentrancing | | | | 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 singing during services | | | | Y | everyone | | Jane Samuel to ensure Written information and guidance given to each member and regular attendee | | |
| 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 | | |
| Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building | | | | Y | Everyone | | 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 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 | | |
| 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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