

Covid-19 Risk Assessment

Date Completed: 5/5/2021

Review date: Monthly or prior to any new activity



LOVING GOD, LOVING OTHERS

Hazards arising from Coronavirus pandemic	Potential risk	Control measures	Who is responsible?	Measures in place? Yes/No?	Further actions required
Coronavirus entering the building.	Infection of congregation members, resulting in illness and potentially death. Spreading infection in wider community.	<p>Thorough cleaning of church buildings to take place prior to opening.</p> <p>One-way system for entry and exit should be put in place using clear signage</p> <p>Congregation to be advised prior to re-opening that the following people should stay at home:</p> <ul style="list-style-type: none"> • anyone displaying symptoms of Covid-19 • anyone who is self-isolating because they are living with someone who is displaying symptoms • anyone who is self-isolating as a result of contact tracing • anyone quarantining after travel to specified countries <p>This should be regularly re-emphasised through church communications</p>	<p>Cleaner/Leaders</p> <p>Admin/Leaders</p> <p>Admin/Leaders</p> <p>Admin/Leaders</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>If Covid-19 is understood to have visited the building, further actions will be necessary (see separate item)</p>

Coronavirus entering the building.	Infection of congregation members, resulting in illness and potentially death. Spreading infection in wider community.	Only the sanctuary area will be accessible to the public unless otherwise agreed by Core Leaders. Other areas will only be used on producing a risk assessment relevant to their particular activities and it must comply with our own.	Core Leaders	Yes	This affects kids/youth work and any lets who would use the building
		Toilets will be available on a 'one in one out' basis due to the corridor being narrow. It should be stressed that these should be used only when necessary. Hand sanitiser should be used on entry to the toilet area.	Core Leaders/ Admin	Yes	Potential purchasing of engaged sign
		Hand-sanitising provision will be made available and must be used on entry and exit to the building.	Admin/Stewards	Yes	
		Temperature taken upon entry using an infrared forehead thermometer. Anyone showing a high temperature (37.8°C or higher) to be sent home immediately and encouraged to follow NHS guidance .	Stewards	Yes	
		Anyone becoming unwell with symptoms of Covid-19 in the church building to be sent home immediately and encouraged to follow NHS guidance .	Stewards	Yes	
		Posters to be displayed in the church building stating the above measures.	Core Leaders/Stewards	Yes	

		Names and contact numbers of congregation, including all leaders present, to be collected on entry in line with Scottish Government Test and Protect strategy. (Detailed advice on this and a model privacy notice can be found here .) If anyone who has attended the church building has a possible case of Covid-19 infection, the building to be closed and thoroughly cleaned, following section 2.5 of Health Protection Scotland Covid-19: guidance for non-healthcare settings	Admin Core Leaders/Cleaner	Yes Yes	These need to be stored safely for 21 days and then destroyed
Hazards arising from Coronavirus pandemic	Potential risk	Control measures	Who is responsible?	Measures in place? Yes/No?	Further actions required
Transmission of Coronavirus to an individual from an infected person	Infection of congregation members, resulting in illness and potentially death. Spreading infection in wider community. Church becoming a super-spreader of the virus.	To ensure everyone maintains a 2-metre physical distance from others outside their family group while in and around the building: <ul style="list-style-type: none"> • seating (or marked spaces for wheelchair users) to be set out 2 metres apart or fixed seating to be marked clearly with spaces 2 meters apart • Tables for café church will be set out in accordance with the Hospitality and Tourism Sector Guidance with 1m physical distancing in place • Floor markings to be used to control crowding at pinch points, e.g. 	Core Leaders/Admin	Yes	Stewards to be trained prior to opening- could be done by a short video

		<p>doorways, and to ensure a one-way system.</p> <ul style="list-style-type: none"> • Welcome team/stewards to be trained to ensure people abide by physical distancing requirements • Queuing for entry to the building must be physically distanced and entry only when invited by a steward • Clear signage to be displayed emphasising the need to remain 2 metres apart • All physical contact to be avoided (e.g. hugs, handshakes etc) 			
		<p>A safe maximum number of attendees to be identified in accordance with safe capacity of the building; beyond this, further arrivals to be politely told the building is now full.</p>	Core Leaders/Stewards	Yes	Pre-booking registration system to be in place.
		<p>Those who are in the extremely vulnerable or vulnerable category will be asked to comply with specific government guidance as and when it is given and the leadership will ensure that they will be appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider church community.</p>	Core Leaders/Admin	Yes	Newsheet, emails, social media and video releases and leaders responsible will continue to communicate this message.
		<p>Congregation to be required to wear a face mask while in the building, except when</p>	Stewards/All	Yes	A back up supply of facemasks will be available.

		<p>eating and/or drinking in line with Hospitality and Tourism Sector Guidance</p> <p>Communal singing or declaration not to take place.</p> <p>A maximum of one person to sing from the front, behind a plexiglass screen.</p> <p>Where possible, ventilation to be improved by opening windows.</p>	<p>Service Leaders/ Core Leaders</p> <p>Worship Leader</p> <p>Person on duty</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Leaders will reiterate.</p>
Hazards arising from Coronavirus pandemic	Potential risk	Control measures	Who is responsible?	Measures in place? Yes/No?	Further actions required
Transmission of Coronavirus from a contaminated surface	Infection of congregation members, resulting in illness and potentially death. Spreading infection in wider community. Church becoming a super-spreader of the virus.	<p>Doors to be left open where possible to minimise contamination from handles.</p> <p>Frequently touched surfaces to be cleaned regularly with sanitiser</p> <p>Books and Bibles not to be distributed.</p> <p>Foyer to be cleared of leaflets etc that can be touched or shared</p> <p>Sharing of toys or books by children from different households to be avoided.</p> <p>Offering plate/basket not to be passed round. People to be encouraged to give by other methods such as bank transfer or standing order. If cash is being managed it should be left for 72 hours before counting.</p>	<p>Person on duty</p> <p>Stewards</p> <p>Admin</p> <p>Parents</p> <p>Core leaders/ service leaders/ finance team</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Use of donation box which could be kept in locked place until safe to count.</p>

		Each microphone to be used by only one person and cleaned after use.	Sound person	Yes	
		Food and drink may be served during café church. This is in accordance with Hospitality and Tourism Sector Guidance . People will be served at tables by servers, following enhanced hygiene protocols. Servers must be masked while serving.	Core leaders	Yes	Pre-sealed disposable communion cups with wafer and wine could be made available. Disposal of empty vessels needs to be done safely.
		Frequent and thorough cleaning of toilets to take place.	Cleaner	Yes	
		No reusable towels to be available for drying hands; only disposable towels or hand dryers.	Cleaner	Yes	
		Signage and floor marking in toilets to ensure physical distancing for queuing	Admin	Yes	
		Waste bins to be emptied regularly, wearing PPE; waste to be double bagged and left in safe area for 72 hours before being disposed of in general waste.	Cleaner	Yes	

Completed by Philip Beckwith (Property Team Leader) & Yvonne Faddes (Children & Families Coordinator) on 3rd September 2020.

Reviewed by Yvonne Faddes (Children & Families Coordinator) on 5th May 2021

Approved by Core Leaders and signed on their behalf by:



Rev James Faddes
Church Leader
5th May 2021

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