

## Heysham Free Methodist Church Risk Assessment

**Title: Risk Assessment for opening the church for Services during COVID-19 pandemic**

**Ref: HFM/C19-2**

**Issue: 1A**

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**13/7/20**

**Approved by: Leadership Team**

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**This Risk Assessment forms part of a suite of Documents produced to comply with Government & Public Health England Guidelines, to ensure a COVID-19 Safe Environment is achieved within the church.  
This Risk Assessment must be read in conjunction with the Referenced documents.**

Area of Focus	Controls Reqd Yes/No	Action Required	By Whom.	Post Action Risk Level
Is the building layout adaptable to achieve the required Social Distancing requirements and achieve a COVID Safe environment	Yes	All excess chairs to be removed from the Sanctuary and stored in a barriered off area. Only sufficient amount of chairs for permitted attendance numbers to remain. These will be positioned to ensure the required social distance can be achieved in all directions, taking into account access and egress routes.	Property Stewards	Low
		Remove from use all books ( inc Hymn books and Bibles), plus leaflets, greeting cards, except single use material that will be removed by the user. The lending library should be removed to ensure no one uses it or handles the books.	Property Stewards	Low
		Remove bookcases, leaflet stands, tables and chairs and store in a barriered off area, with the exception of small tables to hold a visitor book and information leaflets. Any clothing on the coat hooks must be removed.	Property Stewards	Low

		The musical instruments within the Sanctuary must be removed to a secure location, or barriered off to prevent access.	Music Group	Low
		All children's toys and soft furnishings in the Sanctuary & Social Area will be removed and stored in a barriered off area.	Property Stewards	Low
		Personal chair cushions, currently in the Sanctuary, must be removed and securely stored. Persons needing to use such cushions should bring their own with them and take them back home after the Service.	Leadership team Attendees	Low
		The Kitchen Area must not be used for making any drinks or food production. Duty Stewards should bring their own refreshments if needed and not share these with persons outside their own household.	All attendees	Low
		Barrier off the Café Area, to provide suitable storage area for the above, leaving sufficient room for Sunday School children to await collection by their parents.	Property Stewards	Low
		Display suitable signage on the Sports Hall door to indicate No Permitted Access.	Property Stewards	Low
		Display suitable signage on the old Upper Room door to indicate No Permitted Access.	Property Stewards	Low
		Main Entrance door to be used for entry ONLY, and the new Fire Exit door in the Social Area to be used as an exit. Suitable signage to be displayed on the doors.	Property Stewards	Low
		Social Distancing markers will be displayed on the floor ,outside the Main Entrance Doors, to eliminate "bottle necks" at the entrance doors.	Property Stewards	Low
		During this period, the Ladies & Gents toilets should not to be used and must be signed up	All attendees	Low

		accordingly. The Disabled toilet should be used in emergencies and by the attending Stewards.	Property Stewards	
Are specific requirements needed prior to opening the building to comply with current Regulations and Guidance.	Yes	Produce and follow a “pre-opening” check list, and Guidance sheet, which will be issued to each volunteer Steward.	Property Stewards	HFM/C19-5 & HFM/C19-6
	Yes	Determine availability and arrange setting up of teams to manage the activities being planned - Stewards, Sunday School, Creche, Sound, Music & Cleaning. Persons in the “at risk” or vulnerable group, or in regular contact with such persons should be discouraged from becoming a member of these teams for their own safety and well-being..	Leadership Team Group Leaders	
		Set up a Stewards rota, ( min. of 2 per Service) and ensure they are familiar with their duties as detailed in the pre-opening check list & guidance sheet.	Senior Steward	Low HFM/C19-5 HFM/C19-6
		Sunday School, Creche, Sound team and Music Group ( if required), should set up a Rota to cover the activities being planned, and ensure they are familiar with their duties as detailed in the Guidance sheets.	Group Leaders	HFM/C19-9 HFM/C19-10 HFM/C19-8
		Provide all necessary PPE for the attending Stewards, - disposable gloves, face masks and disposable aprons.	Property Stewards	Low
		Provide Hand Sanitising products and set up Sanitising points at the entrance and exit doors, Sunday School & Creche rooms.	Property Stewards	Low
		Ensure adequate supplies of paper hand towels and liquid soap is available in the toilets, in particular the Disabled Toilet.	Property Stewards	Low

		Ensure the necessary cleaning products are available.	Property Stewards	Low
		Determine a suitable cleaning regime for use prior to, and post opening sessions, and produce a Guidance sheet for cleaning. Itemise additional cleaning requirements if a known contact with someone with suspected Coronavirus.	Property Stewards	Low HFM/C19-7
		Carry out familiarisation training with all Stewards to reinforce safety requirements for themselves and the congregation, and what cleaning regime will be required .	Property Steward	Low
		Ensure a system for handling and correct disposal of waste is in place, and responsible persons to deal with waste, identified & trained.	Property Stewards & Leadership Team	Low
How can we ensure the safety and well-being of all Attendees, Pastors, Stewards, the Sunday School and Creche teams	Yes	Ensure that the “pre-opening check list” has been completed by the attending Stewards, and all items are satisfactory.	Stewards	HFM/C19-5
		Social Distancing markings will be provided up to the Entrance door, to reduce risk of “grouping” or “bottle necks”.	Property Stewards	Low
		Changes in Government Guidance makes wearing of face masks or coverings, mandatory within public areas, which includes churches. All attendees will be expected to adhere to this requirement, unless they are exempt on medical grounds.	All attendees.	Low
		All visitors will be required to hand sanitise when they enter and leave the building. Attendance will normally be via a booking system, but unexpected visitors may be accommodated depending on available seats.	All attendees	Low

		Persons in the “at risk” or vulnerable category should be discouraged from attending these Services, but continue to participate via the on-line service. If additional services are considered necessary, consideration should be given to providing a “dedicated” service for this group, to allow some basic social interactions with other people, but at a safe distance.	Leadership Team Pastors.	Low
		For compliance with the Government’s Test & Trace Policy, all attendees (visitors and ministry teams) will need to leave contact details. This will be requested during bookings, and ministry teams and ad-hoc visitors will fill in a register in the entrance foyer. Records will be kept for 21 days.	All attendees	Low
		One Steward shall be positioned in the entrance foyer to welcome visitors, and instruct them to use the hand sanitiser, ensuring they maintain the required Social Distancing. The attending Stewards MUST wear a face mask, there will be NO hand shaking.	Stewards	Low
		The chairs in the Sanctuary will have been laid out to achieve the required Social Distancing and these will not be moved prior to the Service. Due to the limited capacity, a booking system will be adopted to ensure correct numbers within the building is maintained.	Property Stewards  Stewards Leadership Team	Low
		The second Steward, who MUST wear a face mask, shall be positioned in the Social Area near the entrance to the Sanctuary, guiding visitors in and to which seat, maintaining the required Social Distancing.	Stewards	Low

		<p>There will be no singing or recorded music, which can encourage participation, during the service. A soloist is permitted, but should be positioned mid way on the top platform to increase social distancing with the congregation.</p> <p>The Music Group may play ( excluding any wind instruments) but should be avoided if possible to minimise the temptation of the congregation to sing along.</p>	Music Group	Low
		<p>The preaching lectern will be positioned on the top platform, set back from the step edge, to improve social distancing with the congregation.</p>	Pastors	Low
		<p>There will be no collections during the service. A collection box will be left near the exit door should anyone wish to leave a collection. This money will be left in a secure place for a minimum of 72 hours before the Treasurer handles it.</p>	Stewards Treasurer	Low
		<p>A form of Sunday School or Creche could be available for families with children. Parents or Guardians will be instructed to guide their child to the Sunday School door in the Social Area, or the Creche Room door, where they will be welcomed by members of either teams. Parents or Guardians will not be permitted into any of these areas. Separate Risk Assessments have been produced for</p> <p>Sunday School - Creche -</p> <p>And should be read in conjunction with this Risk Assessment.</p>	Sunday School Creche teams Stewards	Low  HFM/C19-3 HFM/C19-4
		<p>Following a normal Service, socialising &amp; fellowship is a fundamentally important part of</p>	Stewards	Low

		<p>Sunday gatherings. However, during this pandemic, this cannot be permitted and visitors will be encouraged to leave promptly at the end of the service.</p>	Congregation	
		<p>Parents or Guardians will have been allocated seats towards the back of the Sanctuary ( should they be needed by the Sunday School or Creche). They will leave first and collect their child at the designated point, sanitise their hands and leave the building by the EXIT door.</p> <p>Following the parents or guardians, the Steward will ask each row to leave in turn, starting from the back, ensuring the row has left before the next is called to leave. This is to avoid “bottle necks” at the exit door. The Steward will instruct all visitors to sanitise their hands when leaving.</p>	<p>Stewards</p> <p>Parents or Guardians</p> <p>Congregation</p>	Low
		<p>The church sound system will be operated by a single member of the Sound team, staying at the desk until all the congregation have left. A face mask MUST be worn.</p> <p>Sound levels will be adjusted to minimise the need for the Pastor or Service leader to raise their voices, to minimise the travel distances of the virus.</p> <p>If background music is to be played prior to or after the Service, the sound level must be kept low so that the congregation need not raise their voices when talking to others.</p> <p>A Guidance sheet will be produced detailing the requirements to be followed.</p>	<p>Sound team</p> <p>Pastor or Service Leader</p> <p>Sound Team</p>	<p>Low</p> <p>HFM/C19-8</p>
		<p>Microphones will be used, preferably tie microphones to minimise contamination, by the Pastor or Service leader.</p>	<p>Sound Team</p> <p>Pastors</p> <p>Music Group</p>	Low

		Any standard microphones used must be cleaned after use or securely stored for 72 hours before re-use. Guidance sheet for the Sound Team will provide details of cleaning & storage requirements.		HFM/C19-8
		The fresh flower ministry will be suspended during this pandemic, to minimise movements etc within the church building, and minimise the risk of transmission to vulnerable persons who would have normally received the flowers after the Services.	Leadership Team	Low
Can we maintain a COVID-19 Safe environment with regard to cleaning & hygiene	Yes	The church cleaner will carry out a thorough clean of all used areas as detailed in the Cleaning Guide, at least once per week.	Cleaner	Low HFM/C19-7
		Following the Sunday Service, no access will be permitted into the building for at least 72 hours, after which the virus will no longer present a danger. Each key holder will be instructed not to access the building unless absolutely essential, and this visit MUST be logged in the register in the entrance foyer. This allows the normal cleaning routine to be sufficient and adequate, preferably carried out on a Wednesday afternoon, so that the required 72 hours after the last Service and before the next can be achieved, to reduce the cleaning requirements on the Stewarding Team, but not essential.	All key holders  Leadership Team   Cleaner	Low
		Should subsequent services be held on the same day, these will be spaced out to allow sufficient time for additional cleaning by the attending Stewards. This will involve wiping down of all	Leadership Team  Stewards	Low



		chairs, door handles, light switches, toilets and any surface where possible contamination by touching has occurred. The extent of cleaning etc will be detailed in the Stewards Guidance sheet.		HFM/C19-6
		All waste bins will be emptied at the end of each service and a new bin liner inserted. Waste bin liners will be carefully placed into a black bin liner and sealed. This will then be disposed of in the normal manner. Any suspected waste contaminated with COVID-19 virus will be treated as "special waste" and its handling is covered in the Guidance sheet. This would involve double bagging and stored securely for at least 72 hours before disposal	Stewards  Appointed person	HFM/C19-11
How will we manage ill health or accidents ( non COVID related.	Yes	These will be dealt with as per normal arrangements by the accredited First Aiders, who should wear face masks, disposable gloves and disposable aprons, where appropriate. This requirement will be communicated to all approved First Aiders in advance of the church opening.	Leadership Team  First Aiders	Low
How will we manage COVID related health issues.	Yes.	Notices will be displayed outside the entrance doors, instructing any person who has symptoms of the virus, or has been in the company of persons displaying the symptoms, NOT to enter the building, but to go home and self-isolate as per Government Advice.	Property Stewards	Low
	Yes	Should anyone become unwell with symptoms of the virus while in the building, they will be	Stewards	Low  HFM/C19-11

		sent home immediately and advised to self isolate as per Government Guidance. Stewards or others who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction. No further action is necessary unless they develop symptoms themselves or advised by the NHS Test & Trace service.		
	Yes	The seat used by the symptomatic person should be thoroughly cleaned at the end of the Service and not used until this cleaning has been done. Suitable PPE must be worn during this cleaning operation.	Stewards	Low  HFM/C19-11
How will Communion be incorporated into the service.	Yes	The sharing of Communion elements is not permitted during this pandemic. Pre packed Sacrament symbols should be used. The Steward, wearing disposable gloves face mask , will distribute these to each person, maintaining social distancing as far as possible, dropping the item into the recipient's hand, avoiding all personal contact. Alternatively, the pack may be placed on each chair prior to the service starting, however any unused packs should be wiped with a suitable cleaning wipe before being returned to storage.	Stewards	Low
	Yes	Each person should keep a hold of the used packaging in their hands at all times, and place them in a dedicated bin at the exit of the Sanctuary for correct disposal. Pastors should consider having Communion towards the end of the service to facilitate this.	Pastors All attendees	Low



