

Woodford Evangelical Church

Covid-19 Risk Assessment for Reopening of Prospect Hall for Worship Services

v1.5 – 12/03/2021

Abbreviations:

WCC - Woodford Community Centre

WEC – Woodford Evangelical Church

Introduction

This document sets out a risk assessment completed by the Trustees of WEC regarding the beginning of public services at Prospect Hall starting from the 26th July 2020.

There are some key principles that we have endeavoured to follow:

- we will aim to create an environment that makes it easy for people to adhere to [government guidance](#)
- we will aim to create a culture where people behave in the new-normal way that adheres to the government guidance
- we (church leaders & trustees) will lead by example.
- we will expect people to adhere to the principles and will not be heavily policing adherence to the rules.

This document will be reviewed regularly, especially when the government guidelines are revised.



Risk:	A. Coronavirus entering the premises and potentially infecting users of the building				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	3
	Severity	5		Severity	3
	Overall Risk	35		Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Elders	Sent in guidance re: meeting. <i>This includes individuals who are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to so by NHS Test & Trace.</i>
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Elders	Sent in guidance re: meeting
3. Verbal symptom checks on entry	Y	Elders/Welcome Team	Part of a checklist for welcome team
4. Ask vulnerable not to attend in person	Y	Elders	Sent in guidance re: meeting
5. Everyone to use hand sanitiser on entry and exit to the building	Y	Elders/Welcome Team	Part of a checklist for welcome team. Provided by WCC. People encouraged to bring their own.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Elders/WCC /Welcome team	Register taken for track and trace system during welcome. Quarantine room in case of symptomatic person during service.
7. Cleaning of potential virus hotspots as guided by the WCC.	Y	Elders/Set up team	Cleaning checklist is provided for the set-up team.
8. Display 'Staying COVID-19 Secure in 2020' poster at entrance(s).	Y	WCC	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Elders/Welcome team	Painted lines on the floor 2m at entrance. Welcome team to ensure attendees are guided to furthest forward available seating area appropriate for the household number to limit close proximity to other attendees. Chairs set out in 2m bubbles. One way system for exit.

Risk:	B. Transmission of Coronavirus to an individual direct from infected person					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Elders/WCC	Seating plan follows 2m guidelines.
2. Ensure that the hall is well ventilated by opening windows and/or doors as appropriate.	Y	Elders/Welc ome Team	<p>Welcome team instructed to open doors/windows as appropriate.</p> <p>Main Entrance Doors, Rear Blue Room Doors & Windows, and Rear Single Fire Escape Doors to be kept open at all times during service to allow for air ventilation.</p> <p>During cold temperatures & wet weather, the Front Double Fire Escape doors will be closed to maintain a dry, warm environment. To prevent air stagnation, a mechanical fan will be placed in that area and used on a low setting to help maintain a good air circulation.</p> <p>During cold temperatures, the front-right corner door leading to the Alleyway section will be closed to help maintain a warm environment and to control noise levels from the Sports Hall area. Games Storage room and windows can be kept open to help provide additional air ventilation.</p>
3. No physical contact between persons from different households/bubbles	Y	Elders	<p>All instructed to keep distance and leave the premises after the service. Sent in guidance re: meeting.</p> <p>Communal coat rack not to be used.</p> <p>It is now against the law for different households/bubbles of 6 to mingle before/after the service. It will be stressed by the service leaders that</p>

			attendees <u>must</u> vacate the property, including the car park, after the service concludes.
4. All attendees required to wear a face covering	Y	Elders	This is now a legal requirement for those who attend. The service leader is exempt from this. Those involved in the service (e.g. reading/praying) may remove their mask for that section. Sent in guidance re: meeting. There may be some who are unable to wear masks for health reasons.
5. One-way system of flow through building to avoid pinch points	Y	Elders/WCC	Sent in guidance re: meeting. WCC to set out
6. Areas marked out of bounds where appropriate	Y	WCC/Set up team	Rooms will be locked where necessary. Tape on the floor where necessary: WCC to supply and mark areas.
7. Seating arrangements adapted for social distancing	Y	Elders/Set up team	Seating plans, assigned seats, 2m bubbles
8. Capacity monitored and entry stopped when capacity reached	Y	Elders/Welc ome team	Capacity decided by the WCC (42). If this becomes a regular problem, we will reassess our services
9. No congregational singing during indoor services	Y	Elders	Songs will be played but no singing along. Humming is permitted.
10. A small group is permitted to lead music (maximum of 3 singers) provided that social distancing measures are followed.	Y	Elders/Wors hip team	Distancing between different families & singers, possibly need screens. No wind instruments permitted.
11. Congregational outdoor singing is not currently permitted.	Y	Elders/Welc ome team	Guidance will be monitored for when this is permitted again.
12. Interaction between AV team & service leaders to be kept to a minimum.	Y	Elders/AV Team	AV Team to arrive early to set up. They should leave necessary microphones at the front to prevent service leaders needing to move around the room. Service leaders should upload all videos/ppts to the cloud storage to prevent contact via USB flash drives.
13. Signage in place to remind people of safe practices	Y	WCC	WCC to put this in place
14. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y	WCC	WCC has disabled access. Measures do not change this
15. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Elders/Welc ome team	Visitors should remain seated except for toilet use. Visitors asked to leave the WCC premises straight after the service.

16. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Elders	Hybrid services provided – they can tune in via Zoom. Vulnerable categories will be advised to follow government guidelines. They can attend at their own risk.
17. Promotion of good respiratory hygiene	Y	WCC	WCC to provide relevant posters and information

Risk:	C. Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Set up team	Entrance and Exit doors will be propped open to reduce the amount of contact with handles etc.
2. Communal coat rack not to be used	Y	Set up team	Set up team to lock in the lounge.
3. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Set up team/WCC	WCC is deep cleaned regularly. Set up team will further clean the relevant hot spots.
4. No communal literature on display	Y	Set up team	Set up team instructed not to put out any other literature.
5. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Set up team	Box will be left at back of WCC, then stored securely off premises for 72 hours.
6. Toilets supplied with disposable hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	WCC	WCC will arrange this in a Covid secure manner.
7. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Set up team/WCC	WCC organises cleaning, team to clean hot spots
8. No serving of food and drink items prior to, during or after the service, excluding communion.	Y	Elders	Visitors instructed to bring their own food if necessary. Communion will be prepared and distributed in a safe manner. Sent in guidance re: meeting

9. Distribution of Bibles	Y	Elders/Set up team	Visitors encouraged to bring their own Bibles. Bibles will be available and then quarantined where necessary. Sent in guidance re: meeting
10. Microphones and other equipment kept to a single individual where possible	Y	Elders/set up team	Pastors to use own tie mics. AV system to be set up by the volunteer where possible to avoid cleaning.
11. Undertake the cleaning checklist.	Y	Elders/set up team	Laminated checklists to be provided for set up teams
12. Keep Register of attendees	Y	Elders/Welc ome team	Register kept on entry. Guests – name and telephone recorded. Kept for 21 days only. New privacy policy to be provided on back of register.

Risk: D. Transmission of Coronavirus to an individual via toilet facilities			
Persons at risk Ministers, leaders, members, attendees, contractors, cleaners			
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood	3	
	Severity	3	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Set up team	To clean before and after the service.
2. Toilets supplied with disposable hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	WCC	WCC will arrange this in a Covid secure manner.
3. Undertake the cleaning checklist.	Y	Elders/set up team	Laminated checklists to be provided for set up teams
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Elders/WCC	WCC to provide clear signage. Visitors instructed on best use. Members of public not permitted to access.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	WCC	WCC is providing extra cleaning
6. Ask people to spray clean toilet after use	Y	WCC	WCC will provide signage & cleaning materials

7. Children under 11 to be accompanied to the toilet	Y	WCC	WCC will provide signage regarding this
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Risk: E. Transmission of Coronavirus to an individual via contaminated waste			
Persons at risk Cleaners and anyone else handling waste			
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood	3	
	Severity	3	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Elders	Instructions before meeting. Sent in guidance re: meeting
2. All waste to be assumed contaminated and handled appropriately	Y	Set up team	Hand hygiene waste to be removed immediately after the service.
3. Anyone handling waste to be trained in suitable working practices	Y	Elders/set up team	Instructions given beforehand
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	WCC	WCC to provide CE marked gloves and masks where necessary
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	Set up team	This includes suitable disposal of used PPE.
6. Lidded bins operated by foot-pedal to be provided	Y	WCC	Provided by WCC
7. Keep Register of attendees	Y	Elders/Welc ome team	Register kept on entry. Guests – name and telephone recorded. Kept for 21 days only.

Risk:	F. Transmission of Coronavirus to an individual via working in the church building			
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners			

Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	2
	Severity	5		Severity	3
	Overall Risk	35		Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Elders	Zoom meetings where possible
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Elders	Broadcasting from the hall is permitted and is limited only to those who are essential for this to happen.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Elders	
4. Provide hand sanitiser in rooms used for meetings.	Y	WCC	Provided by WCC
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Elders	
6. Implement cleaning procedures for goods and items entering the premises.	Y	Elders/WCC	

Risk:	G. Transmission of Coronavirus to an individual during the sharing of communion			
Persons at risk	Ministers, leaders, members, attendees			

Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	4
	Severity	5		Severity	3
	Overall Risk	35		Overall Risk	18

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Communion to be prepared by one individual wearing gloves & facemask.	Y	Set up team	Must wash hands before and after.
2. Bread and juice will be laid out at the front of church to prevent cross contamination from touching. Bread to be provided on cocktail sticks. Individual cups as usual.	Y	Set up team	Two tables at the front, one for each side of the church

3. The service leader will not speak nearby the elements before distribution, but will lead from the pulpit.	Y	Leader of service	This is following government guidance as advised.
4. Elements will be collected by one member of household, row by row.	Y	Leader of service	Each side of church to use a separate aisle
5. All waste to be disposed of by each household at the end of the service, using a bin by the exit.	Y	Set up team	Waste to be disposed of immediately after service

Risk: H. Transmission of Coronavirus to an individual through children not adhering to social distancing			
Persons at risk		Ministers, leaders, members, attendees	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity		
	Overall Risk	35	
	Likelihood	3	
	Severity	3	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All children to remain with their parents within household bubbles and instructed not to interact with other children during the service. This includes during any outdoor singing.	Y	Elders	Part of the instructions before restarting
2. Children's groups can be run during the service in a Covid-secure manner.	Y	Elders	Please see the separate risk assessment for Sunday School.
3. Parents with younger children that are unable to adhere to social distancing will be asked to stay at home and participate in the service online	Y	Elders	Part of the instructions before restarting
4. The Creche room can be used by up to two family units providing they follow social distancing.	Y	Elders	No toys will be provided by the church. Families will be asked to book a space in the Creche room.

Review/Revision Record

Date of Review	Confirmed by	Comments
22/07/2020	Trevor Newman	Initial Review & Matrix Score - Review early September 2020
12/10/2020	Adrian Hodder	2 nd review based on updated Government guidance. Review early December 2020 (or before if guidance changes)
12/12/2020	Adrian Hodder	3 rd review to cover the updated guidelines.
10/3/2021	Adrian Hodder	4 th review to address minor update to guidelines.

Declaration

This Risk Assessment has been approved by the trustees of WEC:

Jeremy Clifton
Jonathan Drane
Adrian Hodder
Martin Lawrence
Trevor Newman
Kong Yee Yap

Date: 13/03/21