

COVID-19 Risk Assessment: The Worship Centre (North Plymouth)

Church: The Worship Centre (North Plymouth)

Assessment carried out by: Wendy Clift

Date assessment was carried out: 05/01/2021

Date of next review: 05/03/2021

**Church Re-opening – COVID 19 Risk Assessment
(Please see Health and Safety Policy and Fire Safety Policy)**

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<p>1. Re-opening the building</p>	<p>Church members/Leadership Team/children/visitors</p>	<p>Low</p>	<ul style="list-style-type: none"> • Leadership team planning a Covid secure re-opening • Covid Risk Assessment 	<ul style="list-style-type: none"> • Ensure the building interior is deep cleaned to include all surfaces, main hall, toilets, kitchen and entranceways • Air the building to minimise mould spores • Run all taps(to minimise the risk of legionella) let run for 5 minutes to flush water system • Flush and clean toilets • General maintenance and checking of electrical systems, lights, Fire Alarm, Security, 	<p>Leadership Team: Rob Clift Samuel Nebout Dan Taylor Mike Allen David Noble Wendy Clift</p>	<p>10/07/2020</p>	<p>14/07/2020</p>

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				<ul style="list-style-type: none"> • Check dates and where applicable arrange for service equipment testing (Fire safety policy) • Ensure building is well ventilated by opening windows during a meeting • Provide hand cleaning facilities sanitiser in pump form) at the entrance of the building that can be used by everyone entering • Provide health and safety posters • Individuals to bring their own drink for personal 			

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				<p>use. Tea and Coffee will not be provided</p> <ul style="list-style-type: none"> • Communion will not be offered during this time • Offerings will not be taken. • Touching of other people's property is prohibited • Bring own bible, notebook etc and take home with you 			

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<p>2. Social Distancing (maintaining 2m distancing)</p>	<p>Church Members/Leadership Team/children</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Regular Online meetings Sunday and mid-week. • Zoom meetings • Where meeting by Zoom is not possible pastoral contact is at a distance • Worship is currently on line by the Worship Centre team 	<p>Church Building</p> <ul style="list-style-type: none"> • Booking system for meetings to manage numbers • Clear Signage • Measure distance and tape floor as a guide • One-way system inside the church building to follow the arrows • File out on Entering and leaving the building leaving a 2m distance • People/families to sit 2 metres apart from each other • People to leave promptly at the end of the meeting 	<p>DN to order signage and measure distance of floor to position chairs</p>	<p>10/07/2020</p>	<p>14/07/2020</p>

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			<p>or alternative worship bands</p> <ul style="list-style-type: none"> • Car park is a one way system 	<ul style="list-style-type: none"> • Leaders of meetings to speak/sit on platform to distance from congregation and each other • Congregational singing is discouraged • Microphones supplied with washable foam covers to be used once by one person then washed • Hygiene measures and additional cleaning schedules • Any health concern to be raised immediately to leaders 			

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<p>3. Poor hygiene</p>	<p>Church Members/Leadership Team/children</p>	<p>Medium</p>	<p>Extra supplies on order of hand wash, antibacterial wipes, hand sanitiser, paper towels and cleaning products/bins for main church</p>	<ul style="list-style-type: none"> • Wash hands thoroughly using soap/hand sanitiser provided following NHS guidance (posters will remind people) • Avoid touching face, eyes, nose, mouth with unwashed hands and cover a cough or sneeze with a tissue and throw in bin • Face coverings are mandatory in line with legal requirements for indoor spaces • Regularly remove rubbish from bins provided 	<ul style="list-style-type: none"> • DN to order supplies • Hygiene regime: All individuals • Church cleaner to keep building safe and clean 	<p>10/07/2020</p>	<p>14/07/2020</p>

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				<ul style="list-style-type: none"> • Enhance cleaning regimes for toilet facilities particularly door handles, locks, toilets, • Stewards to monitor and control hygiene to keep areas clean and ensure best practice • All chairs/surfaces/door handles and toilets to be wiped clean after each service 			

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<p>4, Working practices</p>	<p>Leadership Team</p>	<p>Low</p>	<p>Planning the reopening of the building by Risk Assessing Ordering supplies/ hand cleaning and cleaning products and to ensure the thorough cleaning and maintenance of building</p>	<ul style="list-style-type: none"> • Review Risk Assessment and look for safer ways to complete tasks. To monitor Social distancing, hygiene regime, and the cleaning of the building • Cleaning of equipment to include microphones, sound desk, lectern • Provide PPE equipment to be used when applicable, to be used once, thrown away and securely tied in a bin liner. • To protect and speak to the clinically vulnerable 	<p>RC DT MA DN SN and WC</p>	<p>10/07/2020</p>	<p>14/07/2020</p>

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				at increased risk and those shielding to ensure that Government Guidance is followed <ul style="list-style-type: none"> • To hold a record book of attendees to meetings and numbers at each gathering • Regular Supervision for those with additional responsibilities. 			
4. Access to building	Church members/Leadership Team	Low	<ul style="list-style-type: none"> • One way drive in system already operating in Church grounds 	<ul style="list-style-type: none"> • To stop all non-essential visitors • Reduce capacity to ensure 2m social distancing is maintained (in line with Government Guidance) 	All individuals	14/07/2020	14/07/2020

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			<ul style="list-style-type: none"> • Number of congregation meeting at any one time will be reduced 	<ul style="list-style-type: none"> • To run multiple services and stagger start and finish times to avoid contact and allow for Social distancing • To provide a children's ministry in the adjoining chapel (TBC) 			
<p>5. Exposure from others with a confirmed case of COVID – 19 or displaying symptoms of COVID yourself</p>	<p>All who attend the Church building for the purpose of meeting with others.</p>	<p>Medium</p>	<p>Risk Assessment of building and provision of hygiene products and social distancing measures to keep individuals safe</p>	<ul style="list-style-type: none"> • All individuals to continue to follow ongoing Government Guidance • Review Risk Assessments • Review the safety of individuals Over 70, shielding, disability, 	<p>All individuals attending the building The Leadership Team</p>	<p>14/07/2020</p>	<p>14/07/2020</p>

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				<p>new and expectant mothers</p> <ul style="list-style-type: none"> • Report any health concern to the Leadership team this includes for yourself, those you live with or if you have come into close contact with a confirmed case of COVID - 19 • Stay at home if you are experiencing COVID symptoms and follow guidance around self-isolation and do not return to Church until it is safe 			

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Creating a Covid-19 Safe Worship/Workplace

In line with government guidelines, we are required to make sure that our church building(s)/workplace(s) are Covid-19 compliant. In order to do this, we are required to undertake a Covid-19 specific risk assessment by completing the grid for EACH of the hazards or risks that we identify.

Column 1: What are the hazards? What are the main hazards or risks that you can identify? There is no right or wrong answer. Please list these as you identify them, even if they seem to be small ones

Column 2: Who might be harmed? I.e. church attenders, volunteers, staff, visitors? And what could happen as a result?

Column 3: What are you already doing? You may or may not have already taken measures to reduce the risk. I.e. working from home, removing seating in the main auditorium, installing sanitising stations. If you have not actioned anything then complete this section by saying 'no action yet taken'

Column 4: What further action(s) do you need to take? Please state here what you need to do to be Covid-19 compliant.

Column 5: Who needs to carry out the action? Please state WHO needs to assume the responsibility for carrying out these actions.

Column 6: When is this action needed by? Please be as specific as you can

Column 7: Date carried out: You will complete this section when the actions have been satisfactorily carried out.

What Next?

When you have completed the risk assessment by filling out the grids, you may wish to ask others in your team or leadership to have a look at it to see if you may have missed something.

Make sure this risk assessment is agreed by your governing body and key information is shared with your stakeholders.