

Covid-19 Risk Assessment Form

Location/Dept: Milnrow Evangelical Church, 22 New Street, Milnrow, Rochdale, OL16 3PQ			Date Assessed: 17/12/2021		Assessed by: Craig Warren		
Task/ Activity: Opening the Church Risk Assessment			Review Date: Monthly		Reference Number: Version 7		
Activity/ Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls
Any person attending the church building	Currently at Plan B	Any person attending the church building	<p>This has been written with reference to the Covid 19: guidance for the safe use of places of worship (published on 16th July 2021) and updated on 10th Dec 2021). (https://www.gov.uk/guidance/covid-19-guidance-forthe-safe-use-of-places-of-worship), Coronavirus: how to stay safe and help prevent the spread (published on 29th March 2021 and updated on 14th Dec 2021) (https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-andcannot-do) and Face coverings: when to wear one, exemptions, and how to make your own (updated 10th December 2021). (https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-andhow-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-yourown).</p> <p>For places of worship:</p> <ul style="list-style-type: none"> • Face coverings are required by law in most indoor settings, including places of worship. Some people, including people with disabilities, are exempt from having to wear face coverings in any setting. • The NHS COVID Pass is mandatory for entry into venues where large crowds gather. This requirement will not apply to 	3	2	6	In accordance with the government Covid 19 Response-Spring 2021 (published 22 February 2021) the country is currently at Step 4. (https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid19-response-spring-2021). However, from 10th Dec 2021 the government has announced that England will move to Plan B in response to the risks of the Omicron variant.

			<p>places of worship when they are being used for communal worship, weddings, funerals and other ceremonies to mark key life events.</p> <ul style="list-style-type: none"> • There are exemptions on wearing a face mask for those leading a service or giving a reading. • There are no longer limits on the number of people you can meet. This means there are no restrictions on group sizes for attending communal worship. • Legal requirements for social distancing will no longer apply and you will not need to stay 2 metres apart from people you do not live with. Social distancing in a place of worship is now a personal choice. People are encouraged to respect other attendees and those working who may wish to adopt a more cautious approach. • There are no legal restrictions on the number of people that can attend a place of worship, including at significant life events. • COVID-secure rules, including restrictions on singing, will no longer apply. However, there are steps everyone should continue to consider to reduce the risk of transmission. Places of worship should follow the principles set out in the working safely guidance. (https://www.gov.uk/guidance/working-safely-during-covid-19). • There will no longer be limits on the number of people who can sing indoors or outdoors. This includes indoor 				
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			<p>congregational and communal singing.</p> <p>As a church, to minimise the risk of transmission, the following safety precautions will remain in place.</p>				
<p>Prior to attendance at the Church building</p>	<p>Spread of Covid-19 Coronavirus</p>	<p>Visitors & Church Members</p>	<ul style="list-style-type: none"> • Anyone with a new cough, fever, loss of taste or smell must self-isolate and get a PCR test. They must NOT come to the church building, but participate online. • Anyone with a cold, new runny nose, sore throat, new tummy upset, new sneezing or new headache should NOT come to the church building, clubs or home groups. The whole family does not need to stay away, just the unwell person and obviously if this is a child, a parent as well. This is government advice about considering carefully before going into an enclosed space or having contact with potentially extremely vulnerable people. The delta and omicron Covid variants are extremely infectious and can be carried without symptoms in doubly vaccinated people. • However, if parents suspect that their child does not have covid, despite having some of the above symptoms, we request that they carry out the following additional precautions before bringing them to church. Please carry out a lateral flow test on the child with the symptoms. If the result is negative, please bear in mind that this does not confirm that they 	<p>3</p>	<p>2</p>	<p>6</p>	<p>Visitors are requested to please ensure that prior to attendance you (and all children) have visited the bathroom and your hands are washed. This is to minimise unnecessary movement around the church building.</p>

			<p>do not have covid but simply reduces the probability that they do. If the parents still believe that it is not covid, then they may bring the child to church, while maintaining social distancing to protect other people at church.</p> <ul style="list-style-type: none"> • If someone has been instructed by NHS Test and Trace to self-isolate because they have tested positive for COVID-19, or they are not fully vaccinated and have had close contact with someone who has tested positive, they must self-isolate and not attend. • If someone has been contacted by NHS Test and Trace, because of a close contact with someone who has tested positive for Covid, but not asked to isolate because of being doubly vaccinated or younger than 18 years and 6 months, we recommend that they access the services online for 10 days. • If somebody in a household has a positive Covid test then all household MEC Covid 19 Protocols and Precautions Page 4 of 6 members should not come to church for 10 days or possibly longer if a second person in the house tests positive, but participate online. • Individuals who are clinically extremely vulnerable should continue to follow the government's advice. (https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shieldingand-protecting-extremely- 				
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			<p>vulnerable-persons-from-covid-19).</p> <ul style="list-style-type: none"> • Ensure you have appropriate clothing, bearing in mind that some windows will be open for the necessary ventilation of the main worship room. • Please consider how you will get to the church building and travel safely. (https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers). • The church minibus will NOT be running. 				
<p>On Entry to and moving around the Building</p>	<p>Spread of Covid-19 Coronavirus</p>	<p>Visitors & Church Members</p>	<ul style="list-style-type: none"> • It is mandatory for people to wear a face mask while inside the building, unless you are exempt. Please provide your own. They should cover the mouth and nose and fit well around the face. (https://www.gov.uk/government/publications/how-to-wear-and-make-a-clothface-covering/how-to-wear-and-make-a-clothface-covering). Masks will be available at the door for anyone who comes without one. • Door stewards are present within the foyer to welcome, help people and remind attendees of the need to wear masks. They will be clearly identifiable. • On entry, please sanitise/wash your hands. • Test and Trace QR posters are prominently located should you wish to use them. • The door stewards will collect (and securely store) names and contact details 	<p>3</p>	<p>2</p>	<p>6</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

			<p>for those who wish to check-in but do not have access to a smartphone or prefer not to use the NHS app.</p> <ul style="list-style-type: none"> • Signs are up in the foyer to remind people of the need for vigilance, hand washing/sanitising and the wearing of face coverings. • The main door will be closed 5 minutes after the start of the service. However, the door stewards will monitor and open for any latecomers. • If you do cough or sneeze, please cover your mouth and nose with a tissue or the crook of your sleeved arm (not your hands). Please ensure that the tissue is taken away with you and disposed of hygienically at home. 				
Main Worship Room & Coffee Lounge	Spread of Covid-19 Coronavirus	Visitors & Church Members	<p>MAIN WORSHIP ROOM</p> <ul style="list-style-type: none"> • The front and side windows will be open and a fan working to ventilate and reduce the risk of transmission of the virus. This applies to all services and activities that take place in this room. When singing is taking place all three extractor fans will be in operation. • We strongly encourage everyone to continue to wear their face coverings while singing. Although the legislation does allow singing without a mask this greatly increases the risk of transmission and we would encourage people to be as considerate as possible to those around them by wearing a mask. • There is a sanitation point by the doors. Please sanitise your hands prior to your 	3	2	6	

			<p>exit from the building.</p> <p>COFFEE LOUNGE</p> <ul style="list-style-type: none"> • During services this area is designated for those who do NOT wish to sing. • When possible, the kitchen hatch and window will be open to ventilate and reduce the risk of transmission of the virus. • There is a sanitation point by the doors. Please sanitise your hands prior to your exit from the building. <p>FOOD AND DRINK</p> <ul style="list-style-type: none"> • When eating and drinking refreshments after the service or at a church meal, masks may be removed but should be put back on whenever an individual is not eating and drinking. 				
Communion	Spread of Covid-19 Coronavirus	Visitors & Church Members	<p>Communion takes place once per month at 10:15am, on the third Sunday of each month prior to the main service. If attending the communion service, visitors and Church members will remain in the same seats for the main service.</p> <ul style="list-style-type: none"> • The stewards who prepare for communion must ensure their hands are clean and wear a face mask/covering prior to preparation of the sacraments. • The bread is to be chopped into pieces and laid on the plate/s so that each piece is separate and can be picked up without touching any other piece. • Once prepared, the sacraments are to 	3	2	6	

			<p>be covered and placed on a table to one side of the stage.</p> <ul style="list-style-type: none"> • When needed, the leader/steward is to put on clean gloves and a face mask (if not already wearing one) and remove the covering then move away from the sacraments. • Those taking part will need to move one row at a time, maintaining social distancing between groups and follow the floor arrows to pick up their bread and individual cup and then return to their seat. • Please ensure that you touch only the piece of bread and cup that you take. • This will happen one row at a time from the front to the back until everyone has been. • At the end of the service please place the used communion cups in the bowl beside the offering box next to the exit sanitising station, as you leave the building • When everyone has left, the door stewards will wash up the communion cups and plates and pack them away, wiping down all used surfaces and handles as they leave the kitchen. Any remaining bread is to be bagged and taken away to be composted. 				
Toilets	Spread of Covid-19 Coronavirus	Visitors & Church Members	<ul style="list-style-type: none"> • Where possible, windows will be open and extractor fans switched on to increase ventilation of the toilet areas. • Used nappies are to be bagged and taken home. Adequate plastic bags are provided in the toilet. 	3	2	6	

			<ul style="list-style-type: none"> Once you have finished please wash your hands for at least 20s using soap and water. (Sanitiser is also available if you wish to use it after washing your hands). Please use the hand dryer/paper towels available to dry your hands. If you use a paper towel, please only touch the one that you use and throw it away in the open bin provided. 				
Emergencies	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Visitors to the Church Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to church business 	<ul style="list-style-type: none"> If you become unwell with symptoms of Covid 19 whilst at the church building, please go home immediately, self-isolate and get a PCR test. If you need clinical advice, go online to NHS 111 (or call 111 if you do not have internet access). In an emergency or if you become seriously ill or your life is at risk call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital. Other people from different households/support bubbles who may have been in contact with the person who became unwell with symptoms of Covid 19 whilst in the church building should wash their hands thoroughly but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. 	3	2	6	
Cleaning	Spread of Covid-19 Coronavirus	Visitors & Church Members	<ul style="list-style-type: none"> After all meetings the stewards/leaders will need to ensure that frequently touched surfaces, such as the door plates and handles in the area used are wiped with the antibacterial/viral wipes provided. https://www.gov.uk/government/publications/covid-19-decontamination-in- 	3	2	6	https://www.gov.uk/government/publications/covid-19-decontamination-in-

			<p>tions/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).</p> <ul style="list-style-type: none"> • At the end of each meeting the stewards/leaders will ensure that the toilets are left clean. • The bins containing used wipes and paper hand towels must be bagged and placed into the main rubbish. 				<p>non-healthcare-settings).</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Visitors & Church Members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / church closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so