

## Covid-19 Risk Assessment

Version 4 Produced by Property Support Team	26 June 2020	Updated link to Safely Using Places of Worship & Added new links for signage Removing Signing in Register & Updated Information Section to include Test and Trace Cleaning section & Risk Assessment has been moved Action Plan moved to separate document Add more links for Further Information
Version 5	30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster
Version 6	6 July 2020	Added link to TMCP guidance on Test and Trace & link for revised Covid-19 Compliance sign
Version 7	13 July 2020	Updated link for CPO
Version 8	3 August 2020	Added reference to activity specific property guidance, updated guidance regarding hand dryers, updated guidance on face masks, added link for how to manage an outbreak, added links to further resources and added blank pages of the risk assessment form,

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#). For further guidance on how to carry out a risk assessment, please refer to the [HSE Guidance on Risk Assessments](#).

Please refer to the activity specific guidance found on [www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/](http://www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/), which will aide in thinking through the risks for each group who uses the building.

## **Social Distancing**

### **Questions to Consider**

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.\*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.\*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.\*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.\*
4. Using screens to create a physical barrier between people.\*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

### **Cleaning**

Please refer to the [Cleaning Churches during Covid-19 guidance](#) (found under Guide to Re-Opening & Managing Church Buildings) for specific guidance on cleaning regimes.

### **Good Hygiene**

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. **Frequently wipe down hand dryers.** When using paper towels, bins should have liners and should be emptied frequently to safely dispose of waste. Providing hand sanitiser in multiple areas in addition to washing facilities.
4. Providing tissues throughout the building.
5. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
  - a. [NHS Hand-Washing Technique](#)
  - b. [Hand-Washing Technique \(child version\)](#)
  - c. [DoH Wash Your Hands](#)
  - d. [Follow Catch it, Bin it, Kill it](#)
  - e. [Cover Coughs and Sneezes \(child version\)](#)

f. [Compliance with Covid-19 Guidance \(revised\)](#)

### **Personal Protective Equipment**

#### Face Masks

- From 8 August, it is mandatory to wear a face in indoor public spaces. However, they are not a replacement safe distancing and regular handwashing. Please refer to the [Guide on Face Coverings](#) for more information and a list of those who are exempt.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.
- CPO have offered Methodist Churches a 15% discount on PPE, click [here](#) for more information.

### **Information and Guidance**

#### **Questions to consider:**

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to TMCP's [Guidance on Test and Trace](#) for further information and templates.
2. Be familiar with the government guidance on [Covid-19 Early Outbreak Management](#) that includes instructions on what to do in the event of a confirmed case of Covid-19.
3. Decide what people need to know so they can use the building safely.
4. Decide the best way to pass on information and guidance to those using the building.

5. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
6. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
7. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

#### Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

#### Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - [https://www.hse.gov.uk/coronavirus/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=coronavirus&utm\\_content=home-page-banner](https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner)
- General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>

- Special religious services and gatherings Covid-19 Checklist - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England’s Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>
- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)
- Covid-19 Early Outbreak Management - <https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>
- Face coverings: when to wear one and how to make your own - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Coronavirus outbreak FAQ’s: what you can and can’t do - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- Covid-19: Guidance on managing playgrounds and outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Covid-19 guidance for food businesses - <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

## Covid-19 Risk Assessment

<b>Name &amp; Address of Church</b>	<b>Yeovil Methodist Church – Vicarage Street</b>	<b>Assessment undertaken by</b> <b>Rev'd Kate Konrad &amp; Steve Watson</b>
<b>Area of Building Assessed</b>	<b>Entrance, worship area, Reopening for Private Prayer and Pause for Thought</b>	<b>Date of Initial Assessment 6<sup>th</sup> August 2020</b> <b>Date to be Review October 2020</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2 = Frequently 3 = Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls –Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Entrance</b>	Congregation Stewards Preachers Ministers	3	2	6	Front door (right hand side as you face the church) and doors to worship area are opened for additional ventilation. External handrail wiped frequently between visitors. Windows opened wherever possible. Steward stands/sits where they can welcome people at 2m distance and directs them to hand sanitizer stations and to one-way system to enter church asking Pause for Thought congregation to fill from the front to the back. Cover books in Entrance. Tissues available. Instructions and notices on glass windows. Visitor sign in book removed.	Instructions to stewards Instructions to Ministers and Local Preachers Instructions in notices and signage. Hand Sanitizers  Stewards & Kate

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<b>Sanctuary</b>	As Above				Remove all books and cushions, clear ledges. Remove preacher's lectern to enable more to be seated. Preacher to use area behind communion rail. Blue mats removed from Pews. Those coming for private prayer invited to use front pew or seat as they wish. Pews marked at 2m distance by tape. this is cleaned by second steward wearing gloves after use. Hand sanitizer on exit. One-way system in operation, exit via link. Users invited to wear coats as building has to be well ventilated. Put on heating on Wednesdays but watch out for costs. Cover books left in Link area.	
<b>Toilets</b>	As Above	2	2	4	Service shortened to 30-40 minutes reducing need for toilets. People advised not to use toilets except in emergency and then use disabled toilet in link. Sanitizer station placed outside toilets and bin so paper towel can be put in bin after closing the door	Instructions to stewards. Instructions in notices. Signage, hand sanitizer, Posters on handwashing Paper towels provided Stewards

<b>Refreshments</b>	As Above	3	2	6	While COVID 19 risks are still high no refreshments will be served. People encouraged to bring cold or warm drink with them	Instructions in notices Instructions to Ministers and Local Preachers Stewards and Kate
<b>Holy Communion</b>	As above	3	2	6	No immediate Communion Services. Introduction of communion to be discussed with congregation to ensure they feel comfortable and safe. Not everyone can attend due to social distancing and communion not available online. If received Methodist Church specific guidance to be followed including use of wafers instead of bread.	Communicate to congregation and continue to consult. Consider Circuit policy

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<b>Worship</b>	As Above	3	2	6	<p>Reorganisation of chairs to ensure that up to 15 people can be accommodated 2m apart. Families living in the same household can move chairs to sit together. To fulfil requirements of Track and Trace post box to be put in entrance vestibule with paper so those coming for private prayer or the service can leave contact details. Visitors asked to use own pen but if not pen to be wiped by gloved steward between users. Details to remain in post box for one week. The following week Steward to remove place in poly pocket and staple, ensuring safekeeping of information for 21 days then destroyed. QR Code notice put up on glass in entrance to sanctuary.</p> <p>All entering building MUST wear masks, unless exempt, then asked to wear a face shield. Preachers to be provided with face shield to wear to help those hard of hearing. Masks in separate bags available from steward if forgotten</p> <p>No- one to sing. Congregation to be reminded by preacher. Musician to be organist as this maintains</p>	<p>Working Party to organise seating 11/8/2020.            Kate to issue face shields 18/8/2020            Letter issued to congregation 6/8/2020 &amp; week commencing 17/8/2020            Rota for sound and PPT 16/8/2020            Stewards &amp; Kate</p>

					<p>better social distancing, piano temporarily out of use.</p> <p>Microphone to be used by preacher to avoid over projection of voice, microphone left on communion table for following week. Preacher to welcome &amp; lead all of service.</p> <p>Use of technology microphone &amp; projection screens where operators available. Rota to be set up. If hymn books being used these placed on chairs 72 hours in advance of service and left on seat after service for use following week. Congregation invited to bring their own Bibles to read during the service.</p> <p>Tissues to be made available</p>	Rota established by 20 <sup>th</sup> September
<b>Offering</b>	As above	3	2	6	<p>Offering plate to be made available in vestibule on entry to the building. Steward to collect offering as they take up their seat at start of service. Offering to be delivered for counting and banking to Treasurer after the service. Everyone is encouraged to give by standing order if possible. Details from the Treasurer or Minister</p>	Steward to action after each service

<p><b>Cleaning</b></p>	<p>As Above</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>The building will either be closed to ALL persons for 72 hours after the church service and for 72 hours prior to the next use of the building or the building will be thoroughly cleaned before next use if this is less than 72 hours All keys to be returned to Property Steward/put out of use.</p> <p>If the building is to be re-opened to other users cleaning before and after each event will be required and this risk assessment reviewed.</p>	<p>Communication to all keyholders by ?</p>
<p><b>Health &amp; Wellbeing to attend Service</b></p>	<p>all</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>If you have ANY of the above symptoms you MUST NOT attend worship. Stay at home and arrange to be tested. Those over the age of 70 or with underlying health conditions are particularly at risk from COVID-19. Everyone must weigh up the risks for them and their family when deciding to return to worship. Worship materials are available through the post. A service on Zoom is available weekly. Contact the Minister for more information</p>	

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