

Covid-19 Risk Assessment – APPLICABLE TO ALL AREAS

Name of Church: Gainsborough Methodist	Initial Assessment undertaken by: Christine Baker Assessment reviewed by: Rev. Louise Carr, Sylvia Cammack (SVC)
Address: North Street	Area of the building assessed All rooms
Postcode: DN21 2HP	
Date of Initial Assessment: 17 th July 2021	Assessment Review Dates: 11 th August 2021, 1 st October 2021, 10 th December 2021

This assessment has been conducted based on the Government’s road map step 4, and Government guidance “Coronavirus: how to stay safe and help prevent the spread from 19 July 2021”. A place of worship may be used for voluntary and public services and the same principles apply.

The assessment is made in the knowledge that Methodist Church checklist on re-opening the church after a prolonged period of closure has been completed and basic weekly maintenance has been carried out thereafter.

Risk Scoring – First figure indicates current risk; second figure indicates reduced risk after action plan completed.

Likelihood

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

Severity

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

Risk Rating

- 1-3 = low priority
- 4-6 = medium priority
- 7-9 = high priority

AMENDMENTS LOG

ISSUE NUMBER	DATE	CHANGE
1	19 th July 2021	This document incorporates the latest guidance, and replaces all previously issued Coronavirus special measures assessments.
2	11 th August 2021	Young children present at events. Safeguarding and access notes for children added. Pages 4 & 5.
3	1 st October 2021 Amendments in Bold Type.	<ul style="list-style-type: none"> a) Revised Location for First Aid Kit. Page 3. b) Heating on for user groups. Page 7. c) Electric Hand Dryers now in use. Page 8. d) Use of Church cutlery, crockery and dishwasher revised for larger groups. Page 9.
4	10 th Dec. 2021 Bold Type	Face Coverings mandatory again. Page 4.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood A	Severity B	Risk Rating AxB	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
HEALTH AND SAFETY						
					Existing Health and Safety policies and assessments still apply. Copies of these, are available in the foyer. First aid kit and accident log are situated on top of the fridge/freezer on the top floor landing.	
Accidents and Non-Covid-19 incidents	All	1	3	3	Follow existing policies, with the following addition: People needing a temporary area to recover are to be escorted to the foyer alcove (under the stairs) to await transport, whilst maintaining social distancing. If an ambulance is required, event organiser to stop the event and instigate exit procedure to accommodate the ambulance crew.	Event organiser aware
Covid-19 Incidents at church	All	1	3	3	If someone on site is taken ill during an event with suspected Covid-19 symptoms, the event will immediately end. Participants will be advised to go home and self-isolate, following Government guidelines on testing. Advise church booking secretary.	Event organiser aware

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Safeguarding	Children & vulnerable adults				It is expected that event organisers will have their own safeguarding policy which will still apply and that parents will be responsible for the safety of their own children.	
ACCESS						
<p>While cases are high and rising, everybody needs to continue to act carefully and remain cautious. COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.</p> <p>As COVID-19 restrictions are lifted, it is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks.</p>						
Hygiene	All	3 1	3 3	9 3	<p>Everyone entering the building is asked to sanitise their hands (or wear surgical-type gloves).</p> <p>10 12 21 Face coverings are now mandatory again (unless exempt) in all public places including places of Worship. This includes whilst sitting in Church and while singing.</p>	<p>Incorporate into event risk assessment.</p> <p>10 12 21. All groups/organisations who use the church premises informed. <small>svc</small></p>
Lift and stairs	All	3 1	3 3	9 3	<p>Lift and stairs may be used with the following provisos:</p> <p>Stairs banister rail and lift handrail to be regularly wiped.</p>	Event organiser to appoint stewards

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					<p>Only one person/household/bubble allowed in the lift at any one time. Passengers are asked to hand sanitize on entry and exit and to wear face covering.</p> <p>A child safety gate is fitted at the top of the stairs and a barrier is available at the bottom. Event organisers are advised to use these when young children are present upstairs. To minimise the risk of young children falling on the stairs, use of the lift is considered a safer option to access the upstairs.</p>	
Doors	All	3 1	3 3	9 3	<p>It is recognised that entry and exit are the high-risk times for likely contact, therefore the event organiser needs to have a planned route and ensure all participants are aware of the rules. Items to consider are:</p> <p>Designated person responsible for opening and locking outer doors and to direct participants as they arrive.</p> <p>Designated passing places on the stairs.</p> <p>Ideally as people arrive and depart, all doors (internal and external) should remain open to facilitate air flow and negate the need for participants to touch the doors. However, open outside doors should not be left unattended.</p>	Event organiser to nominate a steward.

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					At the end of the session areas of contact to be wiped.	
Windows	All	3 1	3 3	9 3	Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission if a person with the virus has been in the same enclosed area. At least three windows to be opened when people are on the premises. At the end of the session areas of contact to be wiped.	Event organiser to nominate a steward to open windows at start, and shut windows at the end, of the session.
Social Distancing	All	3 1	3 3	9 3	The maximum room capacities are: Hall 130 Church Worship Area 140 Room 1 25 Room 2 15 Foyer 8 There are no longer additional legal restrictions. However, in order to minimise risk at a time of high prevalence, organisers should limit the close contact of those who do not usually live together, and increase close contact activities gradually and with caution. This includes minimising the number, proximity and duration of social contacts.	Event organisers should minimise the number, proximity and duration of social contact.

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Light & Electrical Switches	All	3 1	3 3	9 3	Electrical switches and sockets must not be sanitised with water-based sanitiser or alcohol spray. To minimise transmission risk, designate one person responsible for switching on and off.	Event organiser aware
Heating	All	3 1	3 3	9 3	<i>The church has a hot air heating system, so heating must not be turned on when people are in the building. (The controls are in an unauthorised area.)</i> Users own heaters are not permitted. 01 10 21: Heating now on during sessions.	Arrange with Booking Secretary for the building to be pre-heated
Closure	All	3 1	3 3	9 3	Organisation's property and rubbish to be removed. All used chairs and any used church property to be returned to their original positions and wiped with anti-bacteria surface cleaner. Remove bin liner containing used paper towels from toilet. Clean toilet surfaces. Clean kitchen surfaces if used. Ensure everyone has left the premises.	Event organiser aware

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					Make premises secure, shutting doors and windows and wiping contact surfaces.	
Track and Trace	All	3 1	3 3	9 3	Where possible all participants should register using the NHS check in app. The event organiser to have back up information, particularly for those without a mobile phone.	Incorporate into event risk assessment.
TOILETS						
Gents and ladies' toilets	All	3 1	3 3	9 3	Shared spaces where people are most likely to come into contact. Before entry spray hands with sanitiser. Before exit wash hands thoroughly.	Event organiser aware
					<i>Hand dryers are purposely disabled and unavailable.</i> 01 10 21: Hand Dryers now in use. Use handtowels and place used towels in the bin provided.	Event organiser aware
KITCHEN AREA						
Kitchen area	All	3 1	3 3	9 3	Generally, kitchen areas are out of bounds for unauthorised personnel and provision of food and drink is not encouraged.	Event organiser to nominate a steward.

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					<p>However, if drinks and biscuits are required groups may use the kitchen area with the following provisos:</p> <p><i>Use of church crockery, cutlery and equipment is not allowed except the water boiler for hot water, and the cold tap for cold water.</i></p> <p>01 10 21: Church crockery, cutlery and the Electric Dishwasher are now permitted for use by larger groups who have sufficient member numbers to justify economic use of the Dishwasher. Any/all such items used must be Dishwasher safe.</p> <p>Smaller Groups must bring their own disposable cups & stirrers. Pre-packed vending machine cups with ingredients are recommended.</p> <p>All groups must bring their own individually wrapped biscuits.</p> <p>Only the nominated event steward may enter the kitchen and will wear gloves and a mask at all times.</p> <p>As per Government guidelines, people can order and collect food and drink from a counter but are advised to consume food and drink while seated.</p>	

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					People should not touch communal or shared objects, or handle items other than their own.	
Bookings	All	3 1	3 3	9 3	The church booking secretary will endeavour to arrange free time between bookings for any lingering virus to dissipate naturally, and we ask for your forbearance in this difficult task.	Booking Secretary