

COVID-19 RISK ASSESSMENT

CHURCH NAME: Enfield Town Community Church

Activity:	Sunday 5PM Meeting
Description (including assumptions made for risk assessment):	Risk Assessment for the Sunday 5:00pm service.

Assessment date:	12/08/2020
New review due:	

Assessor(s):	Steve Ellis & Chris Nash
Reviewer(s):	

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Anybody	Ask everyone symptomatic or who has family / bubble members with symptoms not to attend.	N	This needs to be organised in advanced notifications to church members. Notice to be placed at entrances.	Janet & Nathan Steve & Chris	Printed	Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	N	This needs to be organised in advanced notifications to church members. Notice to be placed at entrances.	Janet & Nathan Steve & Chris	Printed	Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Verbal symptom checks on entry	N	Talk with James Welcomers are first point of contact so need to be organised	Nathan Welcomers		
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Vulnerable people	Ask vulnerable not to attend in person	N	This needs to be organised in advanced notifications to church members. Notice to be placed at entrances.	Janet & Nathan Steve & Chris	Printed	Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Everyone to use hand sanitiser on entry and exit to the building	N	Talk with James This needs to be organised in advanced notifications to church members. Signs to be placed Welcomers are first point and can advise everyone to use hand sanitiser on entry and exit to the building	Nathan Janet & Nathan Steve & Chris Welcomers	Printed	Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Anybody	Action Plan in place to cover the event of a known Corona virus case entering the premises	N	Communicate with Track and trace. Quarantine building 72 hours plus.	Janet & Nathan		
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Temperature/symptom checks on entry	N	Talk with James Purchase minimum three medical infra red thermometers Welcomers are first point of contact so need to be organised	Nathan Steve & Chris Welcomers	Printed sign IR thermometers on site	Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Display 'Staying COVID-19 Secure in 2020' poster	N	Sign Document when Risk Assessment Actions completed. Print Document	Nathan Steve & Chris	Printed.	Yes
Physical contact between persons		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	N	This needs to be organised Signs and floor markings This needs to be organised	Janet & Nathan Steve & Chris Welcomers		Yes

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Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Everybody	Suitable social distancing policy in place (2m or "1m plus mitigations")	N	Talk with James and mention from front of meeting Mark out the results of the policy Encouragement on entry	Nathan Steve & Chris WELCOMErs		Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	No physical contact between persons from different households/bubbles	N	Talk with James and mention from front of meeting Encouragement on entry	Nathan WELCOMErs		
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	One-way system of flow through building to avoid pinch points	N	This needs to be designed and organised and marked up, with Nathan buying into design	Steve & Chris		Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	Areas marked out of bounds where appropriate	N	Door will be locked, and Out of Bounds Notice applied	Steve & Chris		Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	Seating arrangements adapted for social distancing	N	Talk with James Encouraged by WELCOMErs and will vary according to current Government guidelines	Nathan WELCOMErs		
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	Capacity monitored and entry stopped when capacity reached	N	Are we going to have Ticketed / Booking entry (Will be very difficult due to unknown size of groups of people)? WELCOMErs to monitor space and send people home when capacity reached. Advance discussion with Church Members prior to implementation. Auditorium floor approx 18.5 * 14 = 259 square meters. 3 sq meters / person means /3 = 86.3. With pillars and camera stage probably drop to 85 individual people approx. Capacity could be more with family groups but as unknown groups sizes and group count, final number difficult to arrive at. WELCOMErs to monitor space and send people home when capacity reached.	Janet & Nathan Steve & Chris WELCOMErs		Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	People with access needs	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.		Nathan to champion this and talk with James This needs to be considered with the design of the routing round the building (One Way System). This needs to be organised. Wheelchairs to wheel person via suitable entrances. Wheelchair will need to be anti bacterial wipes between users	Nathan Steve & Chris WELCOMErs		Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Everybody	Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.		This needs to be organised in advanced notifications to church members Will be included in signage	Janet & Nathan Steve & Chris	Printed	Yes
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Vulnerable people	All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be advised not to attend.		This needs to be organised in advanced notifications to church members Will be included in signage	Janet & Nathan Steve & Chris	Specific Sign printed for entry	Yes
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)		Nathan to talk with James as WELCOMErs's need to be advised Anti Bac wipes are available for the WELCOMErs in case door closes and needs to be re-opened	Nathan WELCOMErs		

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Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.		Spray, paper towels and Anti Bac wipes available. However extra wiping may be required before and during meetings.	Steve & Chris A. N. Other		Yes
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	No passing of collection plate/bag and collection not counted for 72 hours after service.		This needs to be organised. Boxes by door? Finance & Elders to agree way forward.	Janet & Nathan		
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	Building not used again for 72 hours or building thoroughly deep cleaned between uses		This needs to be organised. Tuesday Prayer may have to become Wednesday as not enough staff for Deep Clean. Dave Colson s Team? Discuss implications of timescales and cleaning with Nathan	Nathan Steve & Chris		
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Everybody	No serving of food and drink items prior to, during or after the service.		No food and drink has been organised. But what about Communion? Church members to be advised about bringing own bottled water to drink as none will be available. Kitchen will be locked and marked Out of Bounds as not even a drink of water to be served.	Janet & Nathan Steve & Chris		Yes, as and when
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Everybody	No distribution of bibles or other books - attendees asked to bring their own and take them away with them.		Nathan to talk with James as Welcomer's need to be advised This needs to be organised in advance notifications to church members. Remove Bibles and leaflets from view.	Nathan Janet & Nathan Steve & Chris		Yes
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	Microphones and other equipment kept to a single individual		Pastors do typically use a numbered head mic for consistency already. This needs to be adhered to. No supplementary persons on stage using other microphones	Nathan		
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Anybody	Undertake the 'Pre-Event Checklist' and Cleaning Checklist		Undertake the 'Pre-Event Checklist' and Cleaning Checklist	A. N. Other		
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Everybody	Keep Register of attendees		Talk to Jim Register needs to be organised. Privacy Statement needs to be displayed. Welcomers to encourage.	Nathan Janet & Nathan Welcome rs		
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Regular cleaning of surfaces likely to be touched often with appropriate sanitiser spray.		Cleaning if needed during services	A. N. Other		
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Toilets supplied with disposable hand towels, Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.		Toilets stocked and checked. Signs up. Spray, paper towels and Anti Bac wipes readily available on site for replenishment.	Steve & Chris		Yes
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Undertake the 'Pre-Event Checklist' and Cleaning Checklist		Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Steve & Chris		
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.		20 second hand wash notice required. 1 person at a time notices required. Appropriate spacing to be organised in accordance with government guidelines Setting clear use and cleaning guidance for toilets to ensure they are kept clean	Steve & Chris Steve & Chris		Yes Leave cleaning mtl

