

**COVID-19 RISK ASSESSMENT**

**CHURCH NAME:** Enfield Town Community Church

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

<b>Assessment date:</b>	05/10/2020
<b>New review due:</b>	1 month intervals to start.

<b>Assessor(s):</b>	Steve Ellis & Chris Nash
<b>Reviewer(s):</b>	Steve Ellis & Chris Nash

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.	Y	This needs to be organised in advanced notifications to church members.	Janet & Nathan		Yes
						Notice to be placed at entrances.	Steve & Chris		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.	Y	This needs to be organised in advanced notifications to church members.	Janet & Nathan		Yes
						Notice to be placed at entrances.	Steve & Chris		Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Verbal symptom checks on entry	Y	Talk with James	Nathan		Yes
						Welcomers are first point of contact so need to be organised	Welcomers		Ongoing
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Vulnerable people	Ask vulnerable not to attend in person	Y	This needs to be organised in advanced notifications to church members.	Janet & Nathan		Yes
						Notice to be placed at entrances.	Steve & Chris		Yes

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	Everybody	Everyone to use hand sanitiser on entry and exit to the building	Y	Talk with James	Nathan		Yes
						This needs to be organised in advanced notifications to church members.	Janet & Nathan		Yes
						Signs to be placed	Steve & Chris		Yes
						Welcomers are first point and can advise everyone to use hand sanitiser on entry and exit to the building	Welcomers		Ongoing
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	Y	Communicate with Track and trace. Quarantine building 72 hours plus.	Janet & Nathan		Yes
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Temperature/symptom checks on entry	Y	Talk with James	Nathan		Yes
						Purchase minimum three medical infra red thermometers	Steve & Chris	Printed sign IR thermometers on site	Yes
						Welcomers are first point of contact so need to be organised	Welcomers		Ongoing
Infected person attending event		Coronavirus entering the premises and potentially infecting users of the building	Everybody	Display 'Staying COVID-19 Secure in 2020' poster	Y	Sign Document when Risk Assessment Actions completed.	Nathan		Yes
						Print Document	Steve & Chris	Printed.	Yes

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
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.	Y	This needs to be organised	Janet & Nathan		Yes
						Signs and floor markings	Steve & Chris		Yes
						This needs to be organised	Welcomers		Ongoing
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")	Y	Talk with James and mention from front of meeting	Nathan		Yes
						Mark out the results of the policy	Steve & Chris		Yes
						Encouragement on entry	Welcomers		Ongoing
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	No physical contact between persons from different households/bubbles	Y	Talk with James and mention from front of meeting	Nathan		Yes
						Encouragement on entry	Welcomers		Ongoing
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	Y	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	Y	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. Balcony NOT available for this service if there has been a morning service.	Y	Talk with James	Nathan		Yes
						Welcomers will guide people to suitable seats. This will vary according to current Government guidelines	Welcomers		Ongoing

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
Physical contact between persons		Transmission of Coronavirus to an individual direct from infected person	Anybody	Capacity monitored and entry stopped when capacity reached	Y	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.	Janet & Nathan		Yes
						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.	Steve & Chris		Yes
						Welcomers to monitor space and send people home when capacity reached.	Welcomers		Ongoing

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
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.	Y	Nathan to champion this and talk with James	Nathan		Yes
						This needs to be considered with the design of the routing round the building (One Way System).	Steve & Chris		Yes
						This needs to be organised. People with mobility problems to be escorted from car park through exit to building. Wheelchair if used will need to be anti bacterial wipes between users.	Welcomers		Ongoing
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.	Y	This needs to be organised in advanced notifications to church members	Janet & Nathan		Yes
						Will be included in signage	Steve & Chris		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.	Y	This needs to be organised in advanced notifications to church members	Janet & Nathan		Yes
						Will be included in signage	Steve & Chris		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)	Y	Nathan to talk with James as Welcomer's need to be advised	Nathan		Yes
						Anti Bac wipes are available for the Welcomers in case door closes and needs to be re-opened	Welcomers		Ongoing

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
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.	Y	Spray, paper towels and Anti Bac wipes available.	Steve & Chris	Ops team to clean	Yes
						However extra wiping may be required before and during meetings	A. N. Other		Ongoing
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.	Y	This needs to be organised. Boxes by door? Finance & Elders to agree way forward.	Janet & Nathan		Yes
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	Y	This needs to be organised. Tuesday Prayer may have to become Wednesday as not enough staff for Deep Clean. Dave Colson s Team?	Nathan	Ops team to clean	Ongoing
						Discuss implications of timescales and cleaning with Nathan	Steve & Chris		Monitoring
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.	Y	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.	Janet & Nathan		Yes
						Kitchen will be locked and marked Out of Bounds as not even a drink of water to be served.	Steve & Chris		Yes

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
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.	Y	Nathan to talk with James as Welcomer's need to be advised	Nathan		Yes
						This needs to be organised in advance notifications to church members.	Janet & Nathan		Yes
						Remove Bibles and leaflets from view.	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	Y	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		Yes
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	Y	Undertake the 'Pre-Event Checklist' and Cleaning Checklist	A. N. Other		Ongoing

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Musical Worship Group	Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	For the purpose of this risk assessment the keyboard player is the designated worship group leader. The worship group leader will be responsible for ensuring all members use their own instruments except for microphones, drums and keyboard. After playing, each member is to clean anything they have touched to include Keyboard, Drums, Plugs, Sockets, Switches, Cables, Stands, Avion boxes / Behringer Personal In-Ear Monitor and Ear Phones, Microphones, Storage facility drawers and cupboard door handles plus anything else that has been handled.	Emma H		
Surface transmission		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Everybody	Keep Register of attendees	Y	Talk to Jim  Register needs to be organised. Privacy Statement needs to be displayed.  Welcomers to encourage.	Nathan  Janet & Nathan  Welcomers		Yes  Ongoing  Ongoing
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.	Y	Cleaning if needed during services	A. N. Other		Ongoing
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.	Y	Toilets stocked and checked. Signs up. Spray, paper towels and Anti Bac wipes readily available on site for replenishment.	Steve & Chris		Yes



Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Steve & Chris  Ops team		Ongoing  Ongoing
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.	Y	20 second hand wash notice required. 1 person at a time notices required. Appropriate spacing to be organised in accordance with government guidelines	Steve & Chris	Leave cleaning mtl	Yes
						Setting clear use and cleaning guidance for toilets to ensure they are kept clean	Steve & Chris		Ongoing
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Hand Sanitiser to be placed outside toilets	Y	Table set up with sanitiser, notice advisng use and Ladies & Gents side of table	Steve & Chris		Yes
Surface transmission		Transmission of Coronavirus to an individual via toilet facilities	Anybody	Children under 11 to be accompanied to the toilet	Y	This needs to be organised.	Janet & Nathan		Yes
Surface transmission / Airborne transmission		Transmission of Coronavirus to an individual via contaminated waste	Everybody	Everyone asked to take waste home with them if possible	Y	This needs to be organised in advanced notifications to church members.	Janet & Nathan		Yes
						Notice to be placed at entrances	Steve & Chris		Yes

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date / Info	Done
Airborne transmission		Transmission of Coronavirus through airborne particles	Worshippers	Emails, Grapevine and letters to be sent. All worshipers to wear face covering as per government guidelines	Y	This needs to be organised in advanced notifications to church members	Janet & Nathan		Yes
						Disposable face coverings to be available	Steve & Chris		Yes
						Will be included in signage	Steve & Chris		Yes
						Welcomers to encourage	Welcomers		Ongoing

**What a face covering is**  
 In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.  
 Face coverings are instead largely intended to protect the person