

## 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 aid 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=referral&utm\\_campaign=coronavirus&utm\\_content=home-page-banner](https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=referral&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](https://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 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 for Burton Road Methodist Church – LIVE DOCUMENT

Name & Address of Church	BURTON ROAD METHODIST CHURCH, 175 Burton Road, LINCOLN. LN1 3LW	Assessment undertaken by - MARK THOMPSON
Area of Building Assessed	OFFICE, BOILER ROOM, CORRIDOR, TOILETS  FOR CIRCUIT OFFICE OCCUPATION ONLY	Date of Initial Assessment – 30-JUNE-2020  Date to be Review – 31-SEPT-2020
Dates of amendments:	30/6/20, 1/7/20, 3/7/20, 4/7/20, 19/8/20, 30/08/2020	
Risk Assessment Unique Name – BRMC_RA_CV19		

Room Capacities	Circuit Office	ONE
	Vestry / Meeting Room	TWO
	Boiler Room	ONE
	All Toilets	ONE
	Church	FIFTEEN for all persons.
	Lounge	SEVEN
	Hall	NINE
	Cellar	ONE
	Kitchen	ONE
	Cleaning cupboard	ONE
	Hall Porch	ONE
	Church Porch	ONE
	Church Corridor	Maintain 2m social distancing, use accessible area as crossover point.

<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 N°</b> <i>What needs to be done and by whom?</i>
Social distancing.	All	3	2	6	2m social distancing should be adhered to in the building and people encouraged to enter and go straight to an empty seat, filling up from the front.	1. Put up 2m social distancing signage.
Air movement	All	3	1	3	Ensure that the doors are open to the rooms to enable air movement, the window in church and lounge to be open when occupied.	2. Ensure doors and windows are open.
Building occupancy / External Visitors	All	1	1	2	1. Ensure that only the office staff are in the building during the declared hours of Mon-Fri 9am-1pm. 2. No other persons should be in the building during these hours unless agreed with the office admin. 3. Any external visitors other than to an act of worship should fill in a Health questionnaire.  <a href="http://www.burtonroadmethodist.org.uk/covid-19-health-questionnaire/">http://www.burtonroadmethodist.org.uk/covid-19-health-questionnaire/</a>	



Good hygiene	All	3	2	6	<p>Good hygiene practices should be followed, this includes the following:</p> <ol style="list-style-type: none"> <li>1. Regular handwashing, NHS signage is on display at all sinks in the building and the instructions followed.               <ul style="list-style-type: none"> <li>○ Toilets, kitchen, boiler room.</li> </ul> </li> <li>2. Hand sanitiser should be used upon entry and exiting the building, hand washing is preferable after this.</li> <li>3. Tissues should be available in the building.</li> <li>4. Anti-bacterial wipes to be made available for wiping of door handles and touch points.</li> <li>5. Anti-bacterial wipes to be placed in toilets on a small table to enable touch points to be wiped after using the toilet, these to be placed in the bin provided and NOT flushed down the toilet.</li> </ol>	<ol style="list-style-type: none"> <li>3. Posters in place.</li> <li>4. Hand sanitiser in place at all entrance points &amp; hall fire exit.</li> <li>5. Tissues to be obtained.</li> <li>6. Anti-bac wipes to be supplied.</li> </ol>
Stewarding	All	2	2	4	<p>A designated steward should be at the entrance to welcome people into Church and ask to maintain 2m whilst waiting.</p> <p>The steward should wear a face covering and a face shield, provided. Steward to keep shield.</p> <p>They should welcome and explain the posters on the board, complete Track &amp; Trace.</p> <p>Ask to hand sanitise and take a seat.</p>	<ol style="list-style-type: none"> <li>7. Provide face shield for stewards.</li> <li>8. Track &amp; Trace QR code to be displayed.</li> <li>9. Track &amp; Trace slips to be on chairs.</li> </ol>

Face Coverings	All	3	1	3	<p>As per government guidance, it is now the law that all users must wear a face covering, unless exempt, on Church premises.</p> <p>One other exemption is:</p> <p>The government states that those leading a service in a place of worship as well as volunteers who are assisting with activities such as reading, preaching or leading prayer do not need to wear a face covering when performing those aspects of the service.</p> <p>When not taking part as described above then a face covering should be worn.</p>	10. Signage to be displayed to wear face covering.
Toilets	All	3	2	6	<p>The toilets are open for use, and anti-bacterial wipes are available in each toilet.</p> <p>These should be used to wipe all touch points after using the toilet facilities.</p> <p>The external doors are propped open to remove a touch point.</p> <p>Hands should be washed with soap and water as per display poster after wiping touch points.</p> <p>Exit the toilets via the corridor, hall fire exit, sanitising hands upon exit.</p> <p>Re-entry to the building is via the room used external door and hands should be sanitised upon entry again.</p>	11. Ensure anti-bacterial wipes are in toilets.

Informing People of what is required and what to do.	All	3	1	3	<p>The following signage should be displayed locally.</p> <ol style="list-style-type: none"> <li>1. NHS Handwashing technique               <ol style="list-style-type: none"> <li>a. <a href="https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf">https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf</a></li> </ol> </li> <li>2. Catch it, bin, it, kill it.               <ol style="list-style-type: none"> <li>a. <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> </ol> </li> <li>3. COVID Secure Poster:               <ol style="list-style-type: none"> <li>a. <a href="https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure-accessible.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure-accessible.pdf</a></li> </ol> </li> <li>4. STOP – If you have symptoms poster.</li> <li>5. Please use hand sanitiser poster.</li> <li>6. Please wear face mask poster.</li> </ol>	<p>12.</p> <ol style="list-style-type: none"> <li>a. Print off and place N°1 at all sinks</li> <li>b. Print off N°2 in each room.</li> <li>c. Print off and sign N°3, place at entrance point notice boards.</li> <li>d. Print off N°4-6 and place at entrance points.</li> </ol>
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External contractors	All	2	2	4	<p>Ensure that all external contractors have supplied a risk assessment for their works and with specific reference to their COVID-19 mitigations whilst working on the premises.</p> <p><a href="http://www.burtonroadmethodist.org.uk/covid-19-health-questionnaire/">http://www.burtonroadmethodist.org.uk/covid-19-health-questionnaire/</a></p>	13. Request Risk assessment from contractors attending doing work.
Singing	All	3	2	6	<p>Singing is not permitted during acts of worship.</p> <p>Loud talking or the raising of voices should also be avoided.</p>	
Speaking	All	3	2	6	<p>Those speaking should use the microphones provided.</p> <p>Microphones should not be touched and the lectern should also not be touched.</p> <p>Speakers are asked not to project or raise their voice as the AV system will amplify their voice.</p> <p>There is no need to stand up close to the microphone, this is set and should not be adjusted.</p> <p>A face covering can be removed when at the lectern for the purpose of speaking as part of an act of worship. This should be re-fitted before leaving the lectern and return to their seat.</p>	

Movement around building	All	1	1	2	<ol style="list-style-type: none"> <li>1. The preferred entrance point is the external door to the room being used.</li> <li>2. The preferred exit route should be out and through the corridor then via the hall fire exit doors.               <ol style="list-style-type: none"> <li>a. If using this route, then hand sanitise before leaving building.</li> </ol> </li> <li>3. All internal doors with closers should be wedged open to minimise the touch points, for rooms being used. Room wedges should be removed when the room is finished with and/or Fire Alarm activation. These are fitted on:               <ol style="list-style-type: none"> <li>a. Hall door,</li> <li>b. Church door,</li> <li>c. Lounge Door,</li> <li>d. Toilet external doors.</li> </ol> </li> </ol> <p>The corridor door at the boiler room end can be wedged open when occupied if required, but <b>MUST</b> be closed when leaving the building to maintain the fire segregation.</p> <p>Attendees should refrain from moving around the room and remain seated or stood directly in front of it.</p> <p>People should only move away from their seat to participate in the service, visit the toilet or to leave.</p> <p>Corridor floor to be marked with direction arrows.</p>	<ol style="list-style-type: none"> <li>14. Ensure corridor fire door, boiler room end, is not wedged open when building unoccupied.</li> <li>15. Fit marker system to corridor for direction of flow.</li> </ol>
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Supplies of Equipment	All	2	2	4	Ensure that all areas are suitably stocked with toilet rolls, soap, hand towels, hand sanitiser.	16. Weekly check by Church Property steward.
Waste	All	1	1	3	<p>Ensure that waste bins have bin liners, and that rubbish is removed with tied bags.</p> <p>Bin liners are kept in Church under sink and in the accessible toilet.</p>	17. Weekly check and provide bin liners.
Room Occupancy	All	3	3	9	<p>Declare suitable numbers for room occupancy.</p> <p>Produce diagram of seating arrangements.</p> <p>Display room occupancy numbers on external access point to room.</p>	<p>18. Section added to start of risk assessment.</p> <p>19. Display room occupancy levels.</p>
Track & Trace for those attending an act of worship	All	3	2	6	<p>We need to implement a track and trace system to record everybody that enters the premises. We can achieve this in 2 ways:</p> <p>1. Electronic form with QR Code inside Church.  <a href="http://burtonroadmethodist.org.uk/BR/track-trace/">http://burtonroadmethodist.org.uk/BR/track-trace/</a></p> <p>Paper slip with name and phone number placed on seats, persons should fill in the slip and leave in designated box.</p> <p>People are encouraged to use their own pen.</p> <p>If a Church pen is used then this will be isolated with the slips.</p>	<p>8. Print out and display QR code.</p> <p>9. Produce and print out response slips.</p>

Confirmed case of Covid-19	All	1	3	3	<ol style="list-style-type: none"> <li>1. The affected person should notify the Circuit office and the managing trustees of Burton Road Methodist Church as soon as possible and remove themselves from the premises if they show any symptoms whilst in the building.               <ol style="list-style-type: none"> <li>a. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> </ol> </li> <li>2. The following advice should be followed.               <ol style="list-style-type: none"> <li>a. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> </ol> </li> <li>3. Cleaning advice  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> <ol style="list-style-type: none"> <li>a. It is suggested that a cleaning firm is employed to perform this cleaning if required.</li> </ol> </li> </ol>	20. Follow guidance and inform relevant persons.
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Cleaning	All				<p>High contact areas should be wiped down with anti-bacterial wipes,</p> <ul style="list-style-type: none"> <li>Door handles, lights switches, etc.</li> </ul> <p>Cleaning frequency, due to the very limited number of people on site then the normal cleaning of toilets, etc could be set at fortnightly.</p> <p>If the room is not to be used for 72hrs then a clean is not required.</p>	21. Make anti-bacterial wipes available in each room for wiping contact points.
AV System	All				<p>Only 1 person should operate the AV system to reduce a) reduce contact points and b) ensure social distancing.</p> <p>If 2 persons are required, then the sound desk could be split with one section on the sound desk and the other in the kitchen area, this will ensure social distancing.</p>	22. Evaluate usage of AV system and split into 2 sections as required.
AV System Microphones	All	3	2	6	<p>Ensure that microphones are not touched during use, once used then if not used again in 72hrs then no cleaning required.</p> <p>To be wiped with anti-bac wipes before use.</p>	
Books	All	2	2	4	<p>Any book used should be quarantined for 72hrs after use, People should be encouraged to bring their own bible or book if possible.</p> <p>It should be encouraged to use the projector system to display any words.</p>	23. Quarantine books if used.



## Circuit Service Specific.

Face Coverings Circuit Welcome Service	All	1	2	2	Those welcoming from the individual Churches should keep their face covering on at all times, the arrangement will be when welcoming the new presbyter, come to the lectern whilst maintaining the 2m social distancing.	24. Brief those attending.
Seating and movement arrangements for Circuit Welcome Service	All	1	2	2	<p>All parties should be seated at all times.</p> <p>The person leading the service should be seated on the chair away from the lectern; those addressing the congregation can use the lectern but should refrain from touching it.</p> <p>The incoming presbyter will be seated behind the piano and use the microphone adjacent to that.</p> <p>Those welcoming can use the lectern to do the welcome.</p> <p>No physical contact will be allowed.</p>	25. Brief those attending