

## Risk assessment – Covid Safe

**Company name: Harden Congregational Church**

**Date of next review: 1<sup>st</sup> November 2020**

**Assessment carried out by: Helen Keighley**

**Date assessment was carried out: 26/08/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Transmission of Coronavirus on railings and doors</b>	People coming to worship at the church. Members opening and manning the church. Visitors or deacons may pass the virus or become infected.	Duty deacon on door. One way system observed. Doors propped open Clear signs directing people.	One way system on steps outside church. Left rail up, right rail down. The handrails will be cleaned after each person has touched them. Doors will be propped open to avoid contact.	People coming to worship.- following instructions Member on duty at the front door Supervising and wiping down.	Continually whilst people are entering and exiting the building. Sundays 10.30am – 11.30am.	
<b>Transmission of Coronavirus by people being in a room with others</b>	People coming to worship at the church. Members opening and manning the church. Visitors or deacons may pass the virus or become infected.	Ensure social distancing of at least two metres by removing most chairs and placing those to be used at least 2m apart.	Limit the number of visitors in the building to 30 at a time including 2 deacons/minister on duty) Supervise social distancing. One way flow. Pre-book seats for worship. Remain seated throughout service.	Deacons and minister	Seating set according to bookings. Bookings made by Wed of each week. Social distancing supervised at all times.	
<b>Transmission of Coronavirus by sharing books, papers etc.</b>	People coming to worship at the church. Members opening and manning the church. Visitors or deacons may pass the virus or become infected.	Removal of all books from use. (including hymn books and prayer books) No children's play resources or books.	No service sheets, hymn books or Bibles. Any resources needed will be projected onto the screen. Children may bring in one toy or book but not share it.	Minister	No later than 1 <sup>st</sup> September Ongoing monitoring.	

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<b>Transmission of Coronavirus by contact or breathing, sneezing or coughing.</b>	People coming to worship at the church. Members opening and manning the church. Visitors or deacons may pass the virus or become infected.	Acquired supplies of hand sanitiser and face masks.	Hand sanitiser will be used before entering. Disposable, single use face masks will be provided and should be disposed of safely after the visitor has left the building. <b>There will be no discussions or singing. Protective screen used. Visors will be worn by minister and deacons. Congregational responses will not be in raised voices. No chanting.</b>	Member on door.	Ongoing at each worship session.	
<b>Transmission of Coronavirus through sharing food and drink.</b>	Worshippers, minister or visiting preacher, deacons. Risk of infection through contact and sharing of communion.	No food or drink allowed.	When communion bread and wine is distributed, it will be prepared by the duty deacon who will wear gloves and will have used hand sanitiser. Bread will be pre-cut and served in mini bun cases. Wine in individual glasses. These will be laid out prior to the service, collected by the worshippers and washed or disposed of afterwards. Bottled water and disposable cup provided for preachers.	Minister and duty deacon	Ongoing	

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<b>Transmission of Coronavirus through monetary donations.</b>	People coming to worship at the church. Members opening and manning the church. Visitors or deacons may pass the virus or become infected.	Many members already offer their donations through direct banking.	A collection plate will be at the back of church. This will have been wiped before each worship session. Money can be dropped onto the plate. The money will be collected by a deacon wearing gloves and stored in a safe place for at least 72 hours before handling.	Deacon on duty	Prior to and after the worship session.	

<b>Possible hazards within the building.</b>	People coming to worship at the church. Members opening and manning the church. Fire or other critical event.	Regular checks of all systems, e.g. fire, heating, water.	All systems to be rechecked. Building security to be checked. Fire alarm tested. Checks for water ingress. Doors checked. Toilets flushed twice a week. Taps run for 5 minutes per week	Deacons	Most recent checks completed by 30 <sup>th</sup> June 2020 Recheck to take place on 5 <sup>th</sup> Sept.	
<b>Transmission of virus through contact on lectern, microphones, keyboard, laptop.</b>	Minister, deacons, readers, pianist, IT operator. Virus potentially picked up through contact by multiple users.	Not used at present	One user per service on lectern, keyboard and laptop. Microphones placed by duty deacon. Surfaces sanitised before and after use.	Duty deacon	Before and after every worship session. Sundays.	

<p><b>Spread of coronavirus by attending church.</b></p>	<p>All</p>	<p>Track and trace details collected on entry</p>	<p>Continue to collect track and trace details. Anyone with coronavirus symptoms will not be allowed to enter. Advise people who are shielding not to enter. Advice to over 70s that attending is a risk. Explore options for zoomed services. Continue e mailed services for those who cannot attend.</p>	<p>Member on door.</p>	<p>Every service.</p>	
<p><b>Spread of coronavirus in wet areas (toilet areas and kitchen)</b></p>	<p>All</p>	<p>Toilets and kitchen have not been in use.</p>	<p>No access to the kitchen except for duty deacon to prepare communion. New signage in toilet areas. Deep clean of all wet areas prior to first opening for worship. Weekly cleaning of wet areas. Separate mops, cloths etc for each area.</p>	<p>Deacons to organise signs. Suds and Bucket professional cleaners contracted to do deep clean. Church cleaner to do weekly clean.</p>	<p>Weekly cleaning already active. Signs to go up by 4<sup>th</sup> September. Suds and Bucket cleaners booked for 30<sup>th</sup> August.</p>	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)