

# Risk assessment – Covid Safe

Company name: Harden Congregational Church

Assessment carried out by: Helen Keighley &  
deacons

Date of next review: Sept 2021

Date assessment was updated: 27<sup>th</sup> July 2021

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.	Doors will be propped open to avoid contact.	People coming to worship.- following instructions Member on duty at the front door To supervise all visitors.	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.	A choice of seating will be provided. Rows will be set out with 1m distance between rows. Individual seating available at the rear.	Limit the number of visitors in the building to 50 at a time including 2 deacons /minister on duty) One way flow – in and out doors. Doors open to allow ventilation.	Deacons and minister	Seating monitored by deacons.	
<b>Transmission of Coronavirus by sharing books, papers</b>	Church members and visitors. Visitors or deacons may pass the virus or become infected.	No children’s play resources or books. No hymn books. To be altered -see next	Some children’s toys and book to be sanitised and reintroduced. Hymn books reintroduced. Left for 7 days on chairs following a service.	Minister	Ongoing monitoring.	

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
etc.		column.				
<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 available and should be disposed of safely after the visitor has left the building. Mask wearing will be optional. Singing will now be allowed.	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. To be altered – see next column.	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 distributed by the duty deacon. Tea and biscuits will be waitress served.	Minister and duty deacon Members on tea rota.	Ongoing	
<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. Use of plate only for offering. To be altered – see next column.	The offertory will be collected by the duty deacon or the children. Money can be dropped into the bag held by the deacon or child. The money will be counted and removed by a deacon wearing gloves.	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.	Deacons	Most recent checks completed by 27 <sup>th</sup> July Recheck to take place weekly.	
<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 To be altered – see next column.	Readers will carry their own bible copy to the lectern to avoid sharing. One user per service on keyboard. Microphones placed by duty deacon and left in situ.	Duty deacon	Before and after every worship session. Sundays.	
<b>Spread of coronavirus by attending church.</b>	All	Track and trace details collected on entry	Continue to collect track and trace details. Anyone with coronavirus symptoms will not be allowed to enter. QR code available for scanning with NHS Covid app.	Member on door.	Every service.	
<b>Spread of coronavirus in wet areas (toilet areas and kitchen)</b>	All	Toilets and kitchen have not been in use. To be altered – see next column.	No access to the kitchen except for duty deacon to prepare communion and tea volunteers. Also catering volunteers for lunches. Signage in toilet areas. Weekly cleaning of wet areas. Separate mops, cloths etc for each area.	Church cleaner to do weekly clean.	Weekly cleaning already active. Signs in place.	

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

Published by the Health and Safety Executive 10/19