

Risk Assessment

**Risk Assessment:***COVID – 19 Revision 2***Crown Ministries premises:***Coppid Beach Hotel Conference Room***No:** 01**Date:** 21 December 2020**Issued:** Crown Leadership**Status:** Approved

Persons Affected:	It relates to situations where there is limited access to church buildings the purposes of private prayer, live streaming, construction, carrying out of contractual work, building maintenance and cleaning. This template relates exclusively to Covid-related risks, not general risks.	<p>The following risk assessment has been produced in response to the Covid-19 pandemic and return to the workplace following lockdown in England. The risk assessment will require monthly review until pandemic measures have been lifted.</p> <p>A further version of this will be produced when small services such as weddings and funerals are allowed, then for private prayer, then for some form of public worship. At present no public access is permitted to church buildings under government guidance.</p>
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The Risk Assessment		Severity (S)	Likelihood of harm (L)	Risk Rating (R) = S x L	Probability					
1. Identify and record for each hazard/risk identify the appropriate rating for severity and likelihood without controls.		1 - No Injury	1 - Very Unlikely	1 to 6 = Low Risk (L) (Acceptable monitor and review) 8 to 12 = Medium Risk (M)(Acceptable with Controls) >12 = High Risk (H) Unacceptable	Remote	Unlikely	Possible	Probable	Very Likely	Certain
		2 - Minor Injury	2 - Unlikely							
		3 - Lost Time Injury	3 - Likely							
2. Identify and record the control measures to be used then repeat the assessment with the controls in place.		4 - Major Injury	4 - Very Likely							
		5 - Death or Permanent Disability	5 - Certain							

Severity	No Injury	0	1	2	3	4	5
	Minor Injury	1	1	2	3	4	5
	First Aid Injury	2	2	4	6	8	10
	3 Day Injury	3	3	6	9	12	15
	Major Injury	4	4	8	12	16	20
	Fatality/Disability	5	5	10	15	20	25

NOTE: If after risk evaluation and with all the necessary controls in place; the risk rating ® is HIGH, the HS&E department are to be contracted for guidance on the task/process.

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21/12/2020 Added:

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping your workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping Crown Ministries 'COVID-secure'. Government guidance relating to enforced closures checked daily. Follow any further national government advice provided during the outbreak, ensure control measures remain valid for the duration of the outbreak. Update this risk assessment if guidance and or government recommendation change during the outbreak.

Risk	Hazard	Those at Risk	Risk Rating			Existing Risk Controls	Additional Risk Controls	Residual Risk		
			P	S	RR			P	S	RR
<p><u>Access to church</u> buildings for purposes of services and or private prayer and/or live streaming</p> <p>Travel to and from your building may lead to a greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve physical distancing on trains, buses, etc</p> <p>Access to church buildings may create a virus transmission risk if people all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled people who may have reduced options for access</p>	<p>Members, volunteers and visitors who come to your church building must be able to access your building safely</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	4	4	16	<ul style="list-style-type: none">- One point of entry to the church building clearly identified and separate from public entry if possible- Venue has been aired before use.- Check for animal waste and general cleanliness.- Ensure safe use and check of equipment needed for service, avoid exceeding safe load on sockets, cables / tripod causing hazard.- Discuss with venue management to ensure that the timing and practical arrangements for using the church are compatible.- Consider if booking system is needed, whether for general access or for specific events / service.- Confirm that all steps above for access have been carried out before anyone else accesses the venue.- Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.- Make temporary arrangements for people to wait or queue outside the building (taking in account any consequential risk arising from people gathering outside)- Where possible, doors and windows should be opened temporarily to improve ventilation- Remove or isolate children's resources and play areas-		3	3	9

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						<ul style="list-style-type: none"> - Check is venue prepared for social distancing in seats, aisles, including the safe flow of visitors. 2m In all directions from each person (or 1m with risk mitigation if absolutely necessary) - Clearly mark out seating areas including exclusion zones to maintain distancing. - Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. - Limit access to places where the public does not need go, maybe with a temporary cordon if needed. - Determine placement of hand sanitisers available for visitors to use. - Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes - If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days 				
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<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p>	<p>As church buildings reopen after the restrictions on places of worship are eased, congregations must ensure that their buildings are safe and do not increase the risk of virus transmission</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> - The congregation will comply with its statutory duty to provide a safe environment, with particular reference to the Covid-19 pandemic by: <ul style="list-style-type: none"> • ensure that all members, volunteers and visitors are aware of the infection prevention and control precautions that are in place within your buildings and the behavior expected of them during the pandemic to keep themselves and others safe • require all members, volunteers and visitors to practice physical distancing when in or around your building, including outside areas - The congregation will communicate and reinforce key Government public health messages to all members, volunteers and visitors who visit their buildings: <ul style="list-style-type: none"> • anyone who is unwell or who shows symptoms of Covid-19 (High temperature/fever, cough or loss of smell), who is in the extremely vulnerable group, who is shielding, who is isolating, or who is living with someone who is isolating or is unwell must not attend church • recommend the use an appropriate face covering when inside the building. • if a face covering is not used for medical or other reasons, cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) • put used tissues in the bin straight away • wash hands regularly with soap and water for at least 20 seconds (use alcohol base hand sanitiser/ gel if soap and water are not available) • avoid close contact with people who becomes unwell when within your buildings • clean and disinfect frequently touched objects and surfaces • do 	<p>3</p>	<p>3</p>	<p>9</p>
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						<p>not touch face, eyes, nose or mouth if hands are not clean</p> <ul style="list-style-type: none"> - The congregation will fully implement in all areas of their church buildings Health Protection England (Public Health England), Health and Safety Executive (HSE) and Government advice and guidelines relevant to the COVID-19 pandemic, including the following safety precautions: - • make any adjustments to the space within your buildings to facilitate effective infection prevention and physical distancing - • follow Government health and travel advice - • provide alcohol based hand sanitiser/gel as required - • provide infection control and personal protective equipment (PPE) such as gloves, and masks if required 				
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<p>Effective physical distancing is a key element in reducing the transmission of Covid-19</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards Physical distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible Physical distancing effectively puts people at a safe range from anyone coughing The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> - All members, volunteers and visitors are required to practice effective physical distancing while in and around the building by: - • avoiding non-essential contact with others - • keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible - • avoiding physical contact (e.g. hugs, handshakes, etc) Adaptations to the building to support physical distancing will include: - • a review of the church building to identify suitable adaptations which will support physical distancing, for example layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc - • establishing maximum occupancy limits for all areas of the buildings - • all meetings will take place using telephone or video conferencing facilities The congregation will display notices in throughout the church building reminding members, volunteers and visitors of the key infection prevention requirements, including the need to maintain safe physical distancing 		<p>3</p>	<p>2</p>	<p>6</p>
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<p>Facilities:</p> <p>Heavily used areas of the building are more likely to present an infection transmission risk Toilets are essential for members, volunteers and visitors to wash their hands regularly but also the toilets must be kept clean and free of coronavirus contamination A number of people going to the toilet together may compromise their ability to comply with physical distancing Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Some areas of the church building may present a higher risk than others; for example toilets and restrooms.</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	4	4	16	<ul style="list-style-type: none"> - Ensure higher-risk/ high-traffic areas of the building are effectively controlled by applying appropriate safety precautions, including: <ul style="list-style-type: none"> • stressing the need for everyone to follow good hygiene practice at all times (i.e. regular handwashing, using tissues and disposing of them appropriately, etc) • the congregation will ensure that adequate hand-cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels • printing handwashing instructions/ posters and displaying throughout the building, especially in toilets • limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure physical distancing • limiting lift occupancy • monitor high-traffic area use and regulate access as necessary • prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc • establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc • placing alcohol hand sanitisers/ gels at convenient places around the building with instructions for use • increasing environmental cleaning, especially in and around toilets and; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc • increasing toilets/washrooms inspections to check for cleanliness/ adequate stock of soap/toilet paper, etc • where possible, providing paper towels as an alternative to hand dryers in handwashing facilities 	Managed by venue management	3	3	9
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<p><u>Vulnerable members:</u></p> <p>Some members, volunteers or visitors may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by the Government as being at greater risk from Covid-19 include people in the vulnerable (higher-risk) and extremely vulnerable (extremely high risk) categories</p> <p>Vulnerable (higher risk) people include those who:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 and instructed to get a flu jab as an adult each year on medical grounds • pregnant And those with: • chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy • diabetes • problems with their spleen, for example sickle cell disease • a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy • a BMI of 40 or above who are seriously overweight 	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	4	5	20	<p>The congregation will ensure that those in the extremely vulnerable category will still be able to participate in church life during the Covid-19 pandemic without the need to attend church. The congregation will ensure that those in the vulnerable category will be appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider congregation and community.</p>	<p>Individual risk assessments may be required when self isolation period has expired.</p>	3	4	12
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	<p>Extremely vulnerable (extremely high risk) people include those with:</p> <ul style="list-style-type: none"> • cancer who are receiving active chemotherapy • lung cancer who are either receiving or previously received radical radiotherapy • cancers of the blood or bone marrow, such as leukaemia, lymphoma or myeloma who are at any stage of treatment • severe chest conditions such as cystic fibrosis, severe asthma, severe COPD, severe bronchiectasis and pulmonary hypertension • rare diseases, including all forms of interstitial lung disease/sarcoidosis, and inborn errors of metabolism (such as SCID and homozygous sickle cell) that significantly increase the risk of infections • an absent spleen or have had their spleen removed • significant heart disease (congenital or acquired) and are pregnant <p>And those that have had:</p> <ul style="list-style-type: none"> • solid organ transplants • bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs <p>Or receiving:</p> <ul style="list-style-type: none"> • immunotherapy or other continuing antibody treatments for cancer 									
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	<ul style="list-style-type: none"> • other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • immunosuppression therapies that significantly increase the risk of infection • renal dialysis treatment <p>The following advice applies:</p> <ul style="list-style-type: none"> • Those in the extremely vulnerable category are subject to special “shielding” arrangements by the Government. • those in the vulnerable category are advised to stay at home as much as possible • people in both categories are advised by the Government to be particularly stringent in complying with physical distancing requirements <p>There is some evidence that people from ethnic minority backgrounds are hit harder by Covid-19</p>									

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<p><u>Spread of virus from within the service:</u></p> <p>A members, volunteer or visitor may become unwell whilst attending the church building, or a symptomatic person may attend the building</p>	<p>Someone, unintentionally, being unaware they are ill / becoming ill at work and or service and spreading the virus</p> <p>High risk of transmission</p>	<p>Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards.</p> <p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p>	3	4	12	<p>If a member, volunteer or visitor of becomes unwell in the church building with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate</p> <p>• Health Protection “Covid-19 guidance for non-healthcare settings” guidance will be followed.</p> <p>The following actions should be taken within the building:</p> <ul style="list-style-type: none"> • all surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated highcontact areas such as toilets • public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal • cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine • cleaning staff must wear appropriate PPE • waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste 	2	4	8
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<u>Cleaning the church before and after general use</u> (no known exposure to anyone with Coronavirus symptoms)	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. 4) Potential contaminated waste	Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards. There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.	4	4	16	<ul style="list-style-type: none"> - This function is facilitated by the venue operators, Coppid Beach Hotel. - Confirm cleaning schedule with management - Inspect before start of service. - Confirm whose responsibility it will be to carry out cleaning, including: Toilets , servery areas if it is necessary for these to be used - Frequently touched surfaces e.g. doors - Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available. 	This function is facilitated by the venue operators, Coppid Beach Hotel.	3	3	9
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Risk Assessment Matrix. Multiply scores to arrive at risk rating (RR)

		Probability					
		Remote	Unlikely	Possible	Probable	Very Likely	Certain
Severity	No Injury	0	1	2	3	4	5
	Minor Injury	1	1	2	3	4	5
	First Aid Injury	2	2	4	6	8	10
	3 Day Injury	3	3	6	9	12	15
	Major Injury	4	4	8	12	16	20
	Fatality/Disability	5	5	10	15	20	25

Low	1 – 6	Monitor	Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.
Med	8 – 12	Improvement	Action required to further reduce risk to acceptable level. Review of process or activity.
High	15+	Immediate Action	Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Safety Coordinator. Possible withdrawal of process or activity.

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NOTES: Added 21/12/2020:

Activity	Tier 1 Medium	Tier 2 High	Tier 3 Very High	Tier 4
Gatherings in general – NB the general rules on gatherings are subject to exceptions, including the exceptions for activities in churches etc. set out below	Gatherings limited to 6 people in Tier 1 area unless all involved are from the same household or 2 linked households	No indoor gatherings within Tier 2 area of 2 or more people unless all involved are from the same household or 2 linked households. Person who lives within Tier 2 area must not participate in any indoor gathering outside Tier 2 area unless all involved are from the same household or 2 linked households. No outdoor gatherings within Tier 2 area of more than 6 people unless all involved are from the same household or 2 linked households. Person who lives within Tier 2 area must not participate in any outdoor gathering outside Tier 2 area of more than 6 people unless all involved are from the same household or two linked households.	No indoor gatherings within Tier 3 area of 2 or more people unless all involved are from the same household or 2 linked households. Person who lives within Tier 3 area must not participate in any indoor gathering outside Tier 3 area unless all involved are from the same household or 2 linked households. No outdoor gatherings within Tier 3 area of more than 2 people – except in certain public outdoor places, in which case up to 6 people may gather – unless all involved are from the same household or 2 linked households. Person who lives in Tier 3 area must not participate in any outdoor gathering outside Tier 3 area – except where gathering takes place in certain public places, in which case up to 6 people may gather – unless all involved are from the same household or 2 linked households.	No indoor gatherings within Tier 4 area of 2 or more people unless all involved are from the same household or 2 linked households. Person who lives within Tier 4 area must not participate in any indoor gathering outside Tier 4 area unless all involved are from the same household or 2 linked households. No outdoor gatherings within Tier 4 area of more than 2 people – except in certain public outdoor places, in which case 2 people may gather – unless all involved are from the same household or 2 linked households. Person who lives in Tier 4 area must not leave or be outside place where person is living without 'reasonable excuse'. Reasonable excuse includes to attend a place of worship.
Public worship in church, churchyard or other premises where church services are routinely held And Carol singing in churchyard or other outdoor church premises	Permitted as an organised gathering provided any person attending is: • alone or • part of a group of not more than 6 or • part of group all from the same household or from two linked households or • part of group all	Permitted as an organised gathering provided any person attending is: • alone or • part of a group of not more than 6 (churchyard/outdoors only) • part of group all from the same household or from two linked households or	Permitted as an organised gathering provided any person attending is: • alone or • part of group all from the same household or from two linked households or • part of group all from the same linked Christmas households	Permitted as 'communal worship' provided that any person attending is: • alone or • part of a group all from the same household or from two linked households and must not join any other group or mingle with any

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	from the same linked Christmas households (25 December only) and must not join any other group or mingle with any person from another group.	<ul style="list-style-type: none"> part of group all from the same linked Christmas households (25 December only) and must not join any other group or mingle with any person from another group. NB non-household groups of 6 are not permitted	(25 December only) and must not join any other group or mingle with any person from another group. NB non-household groups of 6 are not permitted	person from another group. NB non-household groups of 6 are not permitted. Christmas 'bubbles' not permitted The organiser must carry out a statutory risk assessment and take all reasonable measures to limit risk of transmission of coronavirus, as described in the guidance available.
Church service in a public outdoor place that is not a churchyard or other outdoor church premises and Carol singing in a public outdoor place that is not a churchyard or other outdoor church premises	Permitted as an organised gathering provided the organiser carries out a statutory risk assessment and takes all reasonable measures to limit risk of transmission of coronavirus, as described in the guidance available. Any person attending must do so either: <ul style="list-style-type: none"> alone or as part of a group of not more than 6 or as part of group all from the same household or from two linked households or part of group all from the same linked Christmas households (23 – 27 December only) and must not join any other group or mingle with any person from another group. 	Permitted as an organised gathering provided the organiser carries out a statutory risk assessment and takes all reasonable measures to limit risk of transmission of coronavirus, as described in the guidance available. Any person attending must do so either: <ul style="list-style-type: none"> alone or as part of a group of not more than 6 or as part of group all from the same household or from two linked households or part of group all from the same linked Christmas households (23 – 27 December only) and must not join any other group or mingle with any person from another group 	Permitted as an organised gathering provided the organiser carries out a statutory risk assessment and takes all reasonable measures to limit risk of transmission of coronavirus, as described in the guidance available. Any person attending must do so either: <ul style="list-style-type: none"> alone or as part of a group of not more than 6 or as part of group all from the same household or from two linked households part of group all from the same linked Christmas households (23 – 27 December only) and must not join any other group or mingle with any person from another group. 	Not permitted
Travel to church	Permitted. But people are advised not to travel into an area if it is in tier 3.	Permitted. But people are advised not to travel into an area if it is in tier 3.	Permitted. But people are advised not to travel into an area if it is in tier 3.	Permitted. But people are advised not to travel out of an area if it is in tier 4
Baptism (whether during public worship or free-standing)	Same as for public worship in church or in other premises where church services are routinely held	Same as for public worship in church or in other premises where church services are routinely held	Same as for public worship in church or in other premises where church services are routinely held	Same as for public worship in church or in other premises where church services are routinely held

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	(see above).	(see above).	(see above).	(see above).
Ministering to the sick and dying	Unaffected as general rule permits indoor gatherings of up to 6.	Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.	Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.	Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.