

Risk Assessment



Risk Assessment:
COVID – 19 Revision 3

Crown Ministries premises:
Coppid Beach Hotel Conference Room

No: *01*

Date: *21 July 2021*

Issued: *Crown Leadership*

Status: *Approved*

Persons Affected:	<p>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>	<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				
				Remote	Unlikely	Possible	Probable	
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)	Severity No Injury	0	1	2	3
	2 - Minor Injury	2 - Unlikely	8 to 12 = Medium Risk (M)(Acceptable with Controls)	Minor Injury	4	5		
2. Identify and record the control measures to be used then repeat the assessment with the controls in place.	3 - Lost Time Injury	3 - Likely		>12 = High Risk (H) Unacceptable	Minor Injury	1	1	2
	4 - Major Injury	4 - Very Likely	First Aid Injury		4	5		
	5 - Death or Permanent Disability	5 - Certain	First Aid Injury		2	2	4	6
			3 Day Injury		8	10		
Major Injury		3 Day Injury	3	3	6	9		
Fatality/Disability		Major Injury	12	15				
		Major Injury	4	4	8	12		
Fatality/Disability		Fatality/Disability	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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21/07/2021 Added:

This update has been reviewed to reflect step 4 of the roadmap to ease restrictions issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The attached guidance document may be helpful.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk	Hazard	Those at Risk	Risk Rating			Existing Risk Controls	Additional Risk Controls	Residual Risk		
			P	S	RR			P	S	RR
<u>Aerosol or droplet transmission of Covid-19</u>	Members, volunteers and visitors who come to your church building must be able to access your building safely	<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. - Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary - Remove or isolate children's resources and play areas - Use outdoor spaces if appropriate and available. - Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing - Put in place measures to reduce contact between people e.g. retaining social distancing - If practical in your building, 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 door for exit. - For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. 	<p>Keep at least 2 doors open throughout the service</p> <p>If a service becomes crowded Consult with Pastor. At discretion of Snr Pastor</p> <p>Transepts to be reserved as socially distanced seating with face coverings worn</p> <p>If a service becomes crowded Consult with Pastor. At discretion of Snr Pastor</p>	3	3	9

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<p><u>Surface transmission of Covid-19</u></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"> - Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands - Identify where you can reduce the contact of people with surfaces, eg. by leaving open doors that are not fire doors, using electronic documents rather than paperwork . - Consider hygiene around shared items such as Bibles - Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). 	<p>Doors propped open wherever possible. Papers documents to be quarantined between services.</p>	<p>3</p>	<p>3</p>	<p>9</p>

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<p><u>Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.</u></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. 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"> - Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options. - Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. - Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. - Consider if a booking system is needed, whether for general access or for specific events/services. - Provide welcoming notices/signs that outline safety measures. 		<p>3</p>	<p>2</p>	<p>6</p>
<p>Cleaning the church after known exposure to someone with Coronavirus symptoms</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. 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"> - If possible close the church building for 48 hours with no access permitted. - If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings - If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. 	<p>Managed by venue management Public Health England guidance available here.</p>	<p>3</p>	<p>3</p>	<p>9</p>

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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.

Guidance document: 19 July 2021

This guidance has been released to coincide with the Government’s move to Step 4 of its roadmap on the 19th July. Please be aware the contents of this document only apply from the 19th July. This document will evolve as further guidance is published by Government and other bodies that link with our life as a Church. Details about updates will be highlighted in this box.

Opening and managing church buildings in step 4 of the Roadmap out of Lockdown:

This guidance has been written in response to the decision by the Government to move to step 4 of the ‘Roadmap out of Lockdown’. The approach taken by the Government in this step is to remove most coronavirus legislation but to promote guidance that emphasises the personal and corporate responsibility of individuals and organisations to protect others and themselves.

Within the Church we believe that everyone is known and loved individually by God and that as many members within one body we are called to be responsible to and for one another, respecting the more vulnerable whose suffering is our suffering (1 Cor 12:12-27). The move to step 4 means we are being asked to take even more personal responsibility around coronavirus than when we were compelled to adhere to Government restrictions.

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These restrictions have necessarily been blunt instruments and for some people and in some places seem unnecessary or overly restrictive. For others, each easing of restrictions seemed to bring additional risk to themselves or those they love who have remained vulnerable to the virus. As a body we now need to move forward without these legal restrictions and as churches decide how best to manage the risk to ourselves and others. Church leaders are best placed to know their own communities and environments, the situations where there will be many people together who do not normally meet and the places where they will come together; to listen to the voices of vulnerable in their communities and where their fears and concerns lie.

In this guidance we will try to highlight sensible measures that should apply to most church situations following the latest guidance we have from Government departments and public health bodies. In addition we will provide a risk assessment template that aims to help parishes decide if additional measures are needed, taking into account those vulnerable in a community as well as (for example) local infection rates. A clear rationale will also help with communicating why additional measures may be taken, and why these measures will vary from place to place and event to event. In every situation there is likely to be a range of feeling about risk, both to ourselves and to others, that will need to be accommodated by our churches in a way appropriate to each of them. Online and hybrid worship services have opened up opportunities in this regard and local practice at services may differ to accommodate different groups of people.

This document is intended to be a first step in thinking about future practice in relation to coronavirus and public health, briefly covering a spectrum of church activities and signposting where further information can be found.

Current situation with Covid-19:

At present, incidence of the virus continues to increase with the probability that during the summer numbers will reach or surpass those experienced at the peak of the second wave of the pandemic at the start of the year. Largely due to the success of the vaccination programme, hospitalisations and deaths are much lower, but these too are beginning to rise substantially. While the vaccines are very effective in limiting symptomatic infection for those who are fully vaccinated, they are less so for those who have received only one injection. Unfortunately, no vaccine is 100% effective and it is estimated that around 10% of fully vaccinated people will not produce a robust immune response. There are particular concerns for those who are immunosuppressed as well as for those who are clinically vulnerable to the virus. In addition, there are some who, for medical reasons, have not been vaccinated as well as others who, for personal reasons, have chosen not to be vaccinated. The impact of long-Covid is an ongoing concern, with estimates suggesting that somewhere between 10% and 20% of those infected experience enduring health problems for three months or longer. Vaccination cannot be the sole means of containing the spread of the virus: hand and respiratory hygiene, social distancing, face-coverings and good ventilation are also important factors in lessening the spread of the disease. While these are not mandatory after 19th July, they are still important public health mitigations and ought to be recognised as such when planning public worship and other church activities.

Legal requirements:

What can we legally do in Step 4?

From Step 4 legal limits on the numbers of people allowed to meet indoors and outdoors will be removed, including all capacity limits in churches and other venues, as well as removal of the 1 meter+ social distancing rules.

It will no longer be a legal requirement to wear a face covering, though the government expects and recommends that people wear face coverings in crowded and enclosed settings to protect themselves and others. Whether a church encourages the use of face coverings will depend on consideration of a number of factors, including the size of the building and the numbers of those present at a particular event. There is no formula for calculating this but carrying out a risk assessment for particular events may help with decision making.

There will no longer be limits on the number of people who can attend weddings, funerals and other life events (including receptions and celebrations). There will also be no restrictions on choirs and music groups, whether amateur or professional, or on congregational singing.

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There will no longer be restrictions on group sizes for attending communal worship

Although social distancing measures and face coverings are no longer required by law, the incumbent may still make decisions to retain some or all of these measures if they believe doing so is important for safety in their building, or if they judge that it will help people to feel more secure in returning to worship and other uses of the building.

Can we sing and perform music in church?:

Yes, from 19 July singing and musical performances of all kinds are allowed in churches, including congregational singing, and choirs and worship groups can perform without legal limitations.

However, some activities can also increase the risk of catching or passing on coronavirus. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing or raising their voices. The risk is greatest where these activities take place when people are in close contact with others indoors, particularly in poorly ventilated spaces. In these situations where there is a higher risk of catching or passing on the virus, we advise additional precautions should be considered.

Precautions to reduce transmission of the virus can include improving ventilation, using a larger space, reducing the number of participants, shortening the duration of activity and wearing face coverings.

Singing (and generally meeting) outdoors is a safer way of gathering, and where this is possible it could be a good alternative to meeting indoors.

Do we still need to do a risk assessment?:

Yes, it is important that the person acting as the 'venue manager' carry out a risk assessment. This is part of keeping yourself, volunteers, staff and visitors safe. You can use the template and guidance provided in the government's Events and Attractions guidance, or your church risk assessment template~, whichever works best for your context. You can also create your own assessment or re-use a previous template so long as you ensure the assessment is up to date and regularly reviewed.

What if we decide we want to keep some social distancing and/or use of face coverings?:

Although it will no longer be a legal requirement to wear a face covering, the government has stated that it "expects and recommends" that people wear face coverings in crowded and enclosed settings to protect themselves and others. Churches may well decide to continue to ask people to use them and/or to maintain social distancing, especially during busy events. Although such a request will not be legally enforceable it can be positioned as a way of easing the transition back towards pre-pandemic ways of worshipping whilst showing consideration for others.

Do we still need to ask people to register for Test and Trace?:

From 19 July it will no longer be legally required to display or ask people to register for NHS Test and Trace. You may still choose to display the QR code to offer people the chance to check in but you do not have to, and you cannot insist on people registering. The government is asking that venues do continue to ask people to register for venue check in (the QR code) as it will continue to form one of the main ways of them identifying people who may have been exposed to coronavirus. Testing, contact tracing and self-isolation will remain in place as key protections against the virus – including the need to self-isolate if you are a contact of someone who tests positive. That requirement will be lifted for double-vaccinated people and under 18s on 16 August.

Can/should we ask people if they have been vaccinated?:

It is not a requirement, nor is it appropriate, to ask people if they have been vaccinated. Whilst emerging evidence suggests vaccines are having an impact on transmission, we do not know by how much the vaccine stops coronavirus from spreading. Even if you have been vaccinated, you could still spread coronavirus to others, even if you do not display symptoms. Vaccines have been shown to reduce the likelihood of severe illness in most people. Like all medicines, no vaccine is completely effective, so those who have received the vaccine should continue to take recommended precautions to avoid infection.

Public worship:

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What is the guidance around Communion? :

This advice note seeks to support the celebration of Communion in a safe and appropriate way as we move into this new step. It is important to highlight that this is guidance, not instruction; those directly responsible for activities in churches and other buildings are advised to make decisions in the light of this and guidance from the Government in accordance with their specific circumstances.

NOTES: Added 21/12/2020:

Activity	Tier 1 Medium	Tier 2 High	Tier 3 Very High	Tier 4
<p>Gatherings in general – NB the general rules on gatherings are subject to exceptions, including the exceptions for activities in churches etc. set out below</p>	<p>Gatherings limited to 6 people in Tier 1 area unless all involved are from the same household or 2 linked households</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

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<p>Public worship in church, churchyard or other premises where church services are routinely held And Carol singing in churchyard or other outdoor church premises</p>	<p>Permitted as an organised gathering provided any person attending is:</p> <ul style="list-style-type: none"> • 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 from the same linked Christmas households (25 December only) <p>and must not join any other group or mingle with any person from another group.</p>	<p>Permitted as an organised gathering provided any person attending is:</p> <ul style="list-style-type: none"> • 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 • part of group all from the same linked Christmas households (25 December only) <p>and must not join any other group or mingle with any person from another group. NB non-household groups of 6 are not permitted</p>	<p>Permitted as an organised gathering provided any person attending is:</p> <ul style="list-style-type: none"> • 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 (25 December only) <p>and must not join any other group or mingle with any person from another group. NB non-household groups of 6 are not permitted</p>	<p>Permitted as 'communal worship' provided that any person attending is:</p> <ul style="list-style-type: none"> • alone or • part of a group all from the same household or from two linked households <p>and must not join any other group or mingle with any 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.</p>
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<p>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</p>	<p>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:</p> <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. 	<p>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:</p> <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 	<p>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:</p> <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. 	<p>Not permitted</p>
<p>Travel to church</p>	<p>Permitted. But people are advised not to travel into an area if it is in tier 3.</p>	<p>Permitted. But people are advised not to travel into an area if it is in tier 3.</p>	<p>Permitted. But people are advised not to travel into an area if it is in tier 3.</p>	<p>Permitted. But people are advised not to travel out of an area if it is in tier 4</p>
<p>Baptism (whether during public worship or free-standing)</p>	<p>Same as for public worship in church or in other premises where church services are routinely held (see above).</p>	<p>Same as for public worship in church or in other premises where church services are routinely held (see above).</p>	<p>Same as for public worship in church or in other premises where church services are routinely held (see above).</p>	<p>Same as for public worship in church or in other premises where church services are routinely held (see above).</p>
<p>Ministering to the sick and dying</p>	<p>Unaffected as general rule permits indoor gatherings of up to 6.</p>	<p>Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.</p>	<p>Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.</p>	<p>Permitted on the basis that it constitutes work purposes or the provision of voluntary or charitable services.</p>