

Goodwood Evangelical Church

Risk Assessment for Messy Church during coronavirus pandemic

- **Date:** 6/10/20
- **Scope of risk assessment:** use of the building for services/meetings
- **Review date:** 1 month after first opening
- **Public access:** This Risk Assessment will be placed on the Church website.

Documents referred to:

- How the virus spreads and how to minimise the spread:
<https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance>
- Government advice on use of places of worship:
https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july?utm_source=d8680c23-d5fa-4b5c-9223-3da8a54d5012&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Government advice for people who work in or run restaurants, pubs, bars, cafes or takeaways.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-4-4>

Assumptions in assessing hazards and minimising risk

'How COVID-19 is transmitted and how to reduce risks'

COVID-19 is transmitted in three ways:

1. Direct person-to-person contact - if an infectious person breathes droplets on you or you pick them up through physical contact with an infectious person.

2. Contact with a contaminated surface - if you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected.
3. Aerosol transmission - fine droplets of liquid containing virus are breathed out, form an aerosol and are carried through the air. You may become infected if you breathe these in.

If you are further away from someone there's less risk of catching the virus from droplets or aerosol transmission. However, distance isn't the only thing that matters.

- Duration - the longer you are close to an infectious person, the higher the risk.
- Fresh air - the risk is lower if you are outdoors, or in a well ventilated area,
- Direction - the risk is lower if you are not face-on with the infectious person

The risk of transmission is small at 2m and where possible, you should maintain 2m distance.

If it is not possible to keep 2m distance, reduce the risk to yourself and others at 1m by taking suitable precautions:

- Limit the number of people or households that you come into contact with, e.g. avoid peak travel
- Sit / stand side by side or behind other people, rather than facing them
- Meet people outdoors, rather than indoors
- Keep interactions brief
- Wear a face covering on public transport, in shops or crowded indoor environments
- Increase ventilation
- Avoid loud talking or singing with others

To minimise the risk of transmission via surface contact, you should:

- Regularly wash your hands using soap and water or use hand sanitiser
- Avoid touching surfaces and do not touch your face
- Dispose of waste safely, including items such as paper face masks or gloves

In all cases, you must not go to work or attend other public spaces if you are symptomatic, or a member of your household is symptomatic.

What are the hazards?	Who might be harmed and how?	What are you already doing to control risks?	What further action do you need to do to control risks?	Who?	By when?	Done
Virus remains on surfaces from previous use of the building – despite measures to minimise this.	Those who use the building subsequently by coming into contact with the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Either all surfaces to be wiped down before the building is next used including doors, chairs, fixtures, instruments, etc Cleaning of the building usually occurs early Saturday morning in preparation for Sunday. OR • Building to have 48 hours before next use to allow virus to die. • If an individual visits within 48 hours they must wipe down any surfaces they come into contact with. An attendance/time sheet to be available for use outside of service/meeting times to help ascertain if this is necessary. 	Stephen		
Someone becomes ill with the virus following Messy Church	All who entered the building for Messy Church may have acquired the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • A record needs to be kept (for 21 days) of all those who entered the building for a meeting/service with their contact details so that Test and Trace can follow up. • Consent form to be given to all before first attendance. • At subsequent meetings person on the door will have a pre-printed attendance list for regular guests 	Stephen		

Those with symptoms (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell)	Everyone who comes into contact with a person with symptoms may catch the virus	There will be no meetings in the building for 48 hours before Messy Church	<p>Regular guests should be informed that they should not attend if they have symptoms and that they should stay at home, etc.</p> <ul style="list-style-type: none"> • Each person on entering the building should be asked to confirm that they do not have Covid-19 symptoms and anyone whilst in the building who looks as if they have symptoms should be asked to go home immediately and follow the Government's Stay at Home guidance, etc. • Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the stay at home guidance. 	Stephen		
Those over 70 are more vulnerable	By attending Messy Church those over 70 are more vulnerable to serious illness should they get the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Those we know to be over 70 to be advised of the risks of attending and the need to limit the number of times they leave their home. A letter will be sent to all regular guests setting out the arrangements and advice before the first Messy Church 			
Those who are shielding are particularly vulnerable	By attending Messy Church they are particularly vulnerable to serious illness should they get the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Those who are shielding should be reminded of Government advice. A letter will be sent to all regular guests setting out the arrangements and advice before the first Messy Church 			
Before entering the building	If more than one household enters at once they may get too close together and transmit the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Organise social distancing at the entrance with a queuing system; tape on the floor and someone to regulate entry. 	Elders/ CSG		Done

Entering the building	Touching surfaces and transmitting virus	Signs up to wash hands	<ul style="list-style-type: none"> • The Government requires (by law) all to wear face coverings unless attendee exempt. Children under 11 are also exempt. Face coverings may be removed if delivering a talk or prayer, eating or drinking • Ask everyone to either use hand sanitiser (>65% alcohol) or if using the toilets to wash hands (for 20 seconds) before entering the rest of the building and then to avoid touching surfaces. • Only one person at a time to enter each of the three toilets, unless with own children. One in one out. • Posters to be in toilets of good hand washing techniques e.g. https://www.publichealth.hscni.net/publications/coronavirus-wash-your-hands-poster. • Coats or bags not to be left in the cloakroom/toilets, but to be taken to seats. • Have doors open where possible to avoid touching surfaces. • Have disinfectant spray and cloth available to clean surfaces. 	Margaret		
Too many people for the capacity of the building	If more people than the capacity then increased risk of passing on the virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Control the number of people who come into the building to a maximum of 6 . This number has been determined on the basis of six tables that can seat five people each. These will be approximately 2 m apart and there will be room to exit safely. • There will be a booking system in place. Only those who have booked a place will be permitted to attend the session. Those who unable to come because we are full will be given priority at the next session • We will endeavour to maintain some online alternative as well as a paper delivery for those who cannot attend. 	Margaret		

Air does not circulate well	Lack of air circulation may mean virus does not disperse	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Windows and doors to be open as is reasonable for the weather conditions. Kitchen door and outside/back door to be open if weather permits 	Margaret		
Sitting too close together	If too close then increased chance of transmitting virus	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Seating to be set out 48 hours previously or if seats moved within 48 hours of a meeting gloves to be used or seat wiped down with sanitiser and cloth. • If seats need moving then the chairs must be wiped down with disinfectant and cloth after moving, or by somebody wearing gloves. • Where necessary chairs may be moved to less than 2 m apart, but greater than 1 m, if other measures are in place e.g. a short meeting, good ventilation, face coverings, parallel seating. 	Stephen		
People not observing or understanding the need for social distancing measures	Transmission of virus	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Notices/letters need to be issued to regular guests before re-opening so that they know what to expect. • People on the door need to explain what measures are in place. • Leaders at the front need to explain what is happening and why. • The need for social distancing will be reinforced with a written message on each table 	Stephen/ Margaret		
Singing or loud speech during Messy Church	Transmission of virus through vapour droplets	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • There will be no congregational singing in the building. • Shouting out will also not be encouraged. • The speaker should use a microphone and not shout. • However, quiet music may be played using a piano or from recordings. • Further Government advice may follow. 	Stephen		

Putting cash or cheques into the donation box and counting it after the service.	Touching the surface of the box may transmit the virus. Touching the money when counting may transmit the virus	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Online banking to be encouraged. • Have box out but lid open so the box does not need to be touched. • Hand sanitiser to be available in this area. • Use gloves when counting the money then quarantine for 48 hours. 	Stephen		
Use of the lectern, PA cupboard and microphones	More than one person using each radio mike and the lectern may transmit virus.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • PA cupboard to be wiped after opening • Only one person to use each radio mike. • Only one person to use each lectern. • Second lectern to be used if more than one person involved in leading the service – 2 m apart • If two people on the platform at any one time they should be 2 m apart. 	Stephen		
Use of the laptop	More than one person using the laptop may transmit the virus	Building closed	<ul style="list-style-type: none"> • Ideally, one person to set up and use the laptop. • If more than one person is needed then the laptop should be wiped down with disinfectant between users. • Memory sticks should be wiped before handing over to be uploaded • Hand sanitiser to be available. 	Chris		
Length of Messy Church	The longer the service the greater the chance of transmission.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • We will aim for each session to be around an hour 	Stephen		

Talking to people after Messy Church	Greater risk of transmitting the virus if social distancing cannot be maintained and increase in risk with multiple contacts.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • Encourage people to leave the building promptly. • Encourage people to keep conversations brief outside and to maintain social distancing. • See below under 'leaving the building' 	Stephen		
Leaving the building	Large groups may not be able to socially distance on leaving particularly at the pinch points.	There will be no meetings in the building for 48 hours before Messy Church	<ul style="list-style-type: none"> • On leaving the building people should be encouraged to use hand sanitiser. • Alternatively, hand washing for 20 seconds. • People will need to leave in a regulated manner to avoid queuing at the exit. • No clearing up by guests 			
Refreshments	Handling food and drink and then consuming food and drink may transmit the virus.	There will be no meetings in the building for 48 hours before Messy Church	At this stage refreshments will not be served during Messy Church due to restrictions <ul style="list-style-type: none"> • 			
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Toilets	Virus may be transmitted through poor hygiene.	<ul style="list-style-type: none"> • Running water, liquid soap and suitable options for drying (either paper towels or hand dryers) are available. • Communal towels have been removed and replaced with single use paper towels. 	<ul style="list-style-type: none"> • Hygiene signs and posters to be in place. • One in one out. • Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider the use of disposable cloths or paper roll to clean all hard surfaces. • Facilities to be kept well ventilated, for example by fixing doors open where appropriate and safe to do so. 	Elders/CSG		
Cleaning	Virus may be transmitted if the building is not regularly cleaned	Building cleaned once a week by externally employed cleaners.	<ul style="list-style-type: none"> • Frequency of cleaning versus opening frequency to be reviewed. • Cleaners to be asked to ensure all surfaces, especially those most frequently touched such as door handles and rails, should be cleaned using standard cleaning products. • Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning. 	Elders/CSG		

Children's activities during Messy Church	Transmission of virus between households and leaders	Building closed	<ul style="list-style-type: none"> • Person setting out any chairs, tables and equipment to wash hands • Tables and chairs to be set out beforehand so that each participant 2 m apart. Tables will be sanitised beforehand • Only one household/ support bubble per table • Each household/ support bubble to remain seated at their table throughout except to go to the toilet • Equipment to be put out for each household and not shared. • Craft Packs will be prepared no less than 48 hrs in advance • Adult washes hands before and after putting equipment, tables and chairs away or this is done 48 hours later. • No clearing away by guests 	Stephen/ Paula		