

Goodwood Evangelical Church

Risk Assessment for the use of the building for The Ark, Parents and Carers Toddler and baby Group during coronavirus pandemic

- **Date:** 5/5/21
- **Reviewed and amended:**
- **Scope of risk assessment:** use of the building for Carers, Toddler and Baby group
- **Review date:** next change in guidance
- **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
- Actions for early years and childcare providers during the coronavirus (COVID19) outbreak
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

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.

To avoid transmission in Early Years settings the following system of controls should be followed.

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) consider how to minimise contact across the setting and maintain social distancing wherever possible
- 7) keep occupied spaces well ventilated

In specific circumstances:

- 8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) promote and engage in asymptomatic testing, where available

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace service.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the setting community
- 12) Contain any outbreak by following local health protection team advice

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.	<ul style="list-style-type: none"> • Either all surfaces to be wiped down before the building is next used including doors, chairs, fixtures, mats, toys etc • Cleaning of the building usually occurs early Saturday morning in preparation for Sunday. OR • Building and equipment to have 48 hours before next use to allow virus to die. <p>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.</p>	<ul style="list-style-type: none"> • None 			Done
Someone becomes ill with the virus following the group session	All who entered the building for that session may have acquired the virus.	<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 prior to / at first attendance. <p>At subsequent meetings person on the door will have a pre-printed attendance list for regular attenders.</p>	<ul style="list-style-type: none"> • None 			

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	<ul style="list-style-type: none"> Attendees should be informed that they should not attend if they have symptoms and that they should stay at home, etc. 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. <p>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.</p>	<ul style="list-style-type: none"> None 			
Before entering the building	If more than one household enters at once they may get too close together and transmit the virus.	Organise social distancing at the entrance with a queuing system; markings on the floor and someone to regulate entry.	None			

Entering the building	Touching surfaces and transmitting virus	<ul style="list-style-type: none"> • Signs up to wash hands • The Government requires face masks to be worn when less than 2m distance cannot be maintained. Face masks may then be removed once attendees are seated / whilst they remain socially distanced from others • 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. 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/ bags not to be left in the cloakroom/toilets, but to be left on pushchairs / taken to seat. • Have doors open where possible to avoid touching surfaces. • Attendees to clean baby changing mat after use. <p>Have disinfectant spray and cloth available to clean surfaces.</p>	<ul style="list-style-type: none"> • None 			
Too many people for the capacity of the building /exceeding government guidelines.	If more people than the capacity then increased risk of passing on the virus.	<ul style="list-style-type: none"> • Booking system will be in place. Maximum number of 15 adult attendees with their children. (Leaders in addition to this.) • Seating for adults to be 2m apart 	<ul style="list-style-type: none"> • None 	Ark leader / Elders		

Using toys / books /mats.	If toys / books /mats used by multiple people virus may be transmitted.	<ul style="list-style-type: none"> • Toys etc will be set out 72 hours before the meeting or set out with cleansed / gloved hands, or disinfected once set out. • Non-mobile babies will be given a set of toys for their individual use. • After use equipment to be cleaned or “quarantined”(minimum 72 hours) until next session. • Sanitisers and cloths to be available during the session to clean toys in between use by children if possible. 	<ul style="list-style-type: none"> • None 			
Air does not circulate well	Lack of air circulation may mean virus does not disperse	Windows and doors to be open as is reasonable for the weather conditions.	<ul style="list-style-type: none"> • None 			
Sitting too close together	If too close then increased chance of transmitting virus	<ul style="list-style-type: none"> • Seats to be set out 48 hours previously or if moved within 48 hours of a meeting gloves to be used or wiped down with sanitiser and cloth. • If anything needs moving then the chairs must be wiped down with disinfectant and cloth after moving, or by somebody wearing gloves. 	<ul style="list-style-type: none"> • None 			
People not observing or understanding the need for social distancing measures	Transmission of virus	<ul style="list-style-type: none"> • Notices to be issued to attendees prior to group so that they know what to expect. • Notice to be up in church • Verbal reminder given when attendee enters the building <p>Leaders at the front explain what is happening and why.</p>	<ul style="list-style-type: none"> • None 			

Singing during the session.	Transmission of virus through vapour droplets	Singing may be done by leader and up to 5 other adults only.	<ul style="list-style-type: none"> • None 			
Putting money for session into box.	<p>Taking change may transmit virus.</p> <p>Touching the surface of the box may transmit the virus.</p> <p>Touching the money when counting may transmit the virus</p>	<ul style="list-style-type: none"> • 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/hand sanitiser when counting the money then quarantine for 48 hours. 	<ul style="list-style-type: none"> • None 			
Length of the session	The longer the session the greater the chance of transmission	The session will run for 90 minutes maximum.	<ul style="list-style-type: none"> • None 			
Talking to people after the service	Greater risk of transmitting the virus if social distancing cannot be maintained and increase in risk with multiple contacts.	<ul style="list-style-type: none"> • Encourage people to leave the building promptly. • Encourage people to maintain social distancing outside. <p>See below under 'leaving the building'</p>	<ul style="list-style-type: none"> • None 			
Leaving the building	Large groups may not be able to socially distance on leaving particularly at the pinch points.	<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. 	<ul style="list-style-type: none"> • Interaction in the grounds is dependent on the Tier regulations or other government regulations. 			

Refreshments	Handling food and drink and then consuming food and drink may transmit the virus.	At this stage we will not have refreshments . Attendees encouraged to bring their own.	<ul style="list-style-type: none"> • None 			
Children using books, pens, craft equipment and paper supplied by the church	Virus may be transmitted	<ul style="list-style-type: none"> • Anyone passing such items to children must have washed their hands immediately prior to this or used hand sanitiser. <p>Used articles to be placed by child or parent in allocated place and left for 48 hours before being handled again</p>	<ul style="list-style-type: none"> • None 			
Toilets and baby changing mats	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. • Hygiene signs and posters are 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. • Church changing mat, antiseptic wipe to be used afterwards by attendee. 	<ul style="list-style-type: none"> • None 			

Cleaning	Virus may be transmitted if the building is not regularly cleaned	<ul style="list-style-type: none"> • Building cleaned once a week by externally employed cleaners. • Frequency of cleaning versus opening frequency is 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. <p>Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.</p>	<ul style="list-style-type: none"> • None 			
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