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| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by** | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | |
| **Area of Building Assessed: All building - Cleaning** | | | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do).** | | **Action by Whom.**  **Action when:** | | **Done** | |
| **Cleaning prior to re-opening**  **Then**  **on-going cleaning**  ***Whole Building*** | **Risk of transmitting infection contamination through forgetfulness**  ***For***  ***All Users***  ***Cleaner/s***  ***Vulnerable***  ***Hirers***  ***Staff***  ***Members*** | | | **2** | | **2** | **4** | | | | | 1. **Cleaning: To *deep clean the building prior to re-opening*** 2. *A)Deep cleaning: enhance cleaning for high contact areas: door handles, light switches, keys, key locks, fire alarm system etc. Both initial cleaning and on-going after use.*   Regularcleaning: to*clean all facilities and equipment regularly during, before and after use.*  b) Special cleaning measures:*in the event of a suspected case of covid-19.*  *c) Provide P.P.E.* **To close affected areas/rooms for 72 hours:** *before attempting to clean.*   1. **Cleaning Products:** a)*soap, warm water, Dettol. diluted bleach also, BS EN 14476 fabric cleaner. disinfectant wipes. b) Put reserve supplies of soap, towels.* 2. **Disposal/Waste Arrangements:** a)To *remove waste frequently.* D*isposable cloths, masks, gloves and throw away. b)in case of suspected covid-19: Waste to be doubled bagged for 72 hrs then thrown away. C) Provide central cleaning waste bin. All bins with liners.(wear gloves),clean bins regularly.* | | | | | | | | | | | | 1. *Building cleaning 12 hours a week by cleaner and after use by all users.*   ***2a)*** *To inform (By S.O.P.s/Posters) all users/cleaners of types of cleaning, procedures.*  ***2b)*** *To inform all users to wear P.P.E. face masks when cleaning, (provide face shield, apron, gloves) especially for special cleaning measures).*  ***2c)*** *To provide P.P.E. face shields for cleaner, 2 x minister and administrator, and correct cleaning materials*  ***3)*** *To inform all users of using correct cleaning materials. b) put reserve supplies of soap/towels.*  ***4a)*** *To inform all users to correctly dispose of waste, empty frequently, with its safety measures. (S.O.P./Poster)*  ***b)*** *To enforce hand washing, double bagging and closing off affected areas.*  ***c)*** *Provide central cleaning waste bin. all bins to have liners Bags to be sealed,(gloves to be worn). Clean bins regularly. Hirers to take waste home and dispose.* | | 1)Cleaner  1a)  All users  2a)  Admin 01/09/20  b)Cleaner informed  03/09/20Alison & Andrew  2c) Frank  (2a,-5)  Informed cleaner  03/09/20  2a – 5)  03/09/20  S.O.P. poster displayed  Checklist provided  To hirers  10/09/20**Church groups**  4c)  Frank  cleaner  Hirers | | 1)  ongoing  1a)  2a)  Done  b)d  Done  **c)**  2a -5)  Done  2a -5),  Done  2a – 5)  4c) | |
| **Area of building Assessed: All building - Cleaning** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Cleaning**  **Cont:-**  ***Whole building*** | **Risk of transmitting infection contamination through forgetfulness**  ***For***  ***All Users***  ***Cleaner/s***  ***Vulnerable***  ***Hirers***  ***Staff***  ***Members*** | | | **2** | | **2** | **4** | | | | | 1. **Laundry:** N*ot to shake, to clean anything transporting laundry, wash 60 degrees.* 2. **Good ventilation:** *to open windows/doors.*      1. **Hand washing/hygiene/drying:** *to frequently hand wash for 20 seconds. Or use sanitiser. Replenish and check. Paper towels.* 2. **Social distancing***: remain at 2 metre distance.* 3. **S.O.P.s for cleaning guidance.** a)*Toilets to be cleaned each morning, and the church building* *weekly.* 4. **Groups to create rota:** group leaders *to avoid overlapping and overcrowding.* 5. **Historic Cleaning** 6. **Good Hygiene,** 7. **Cleaning record:** *To provide for cleaner* 8. **Signage:** *provide a clean as you use poster* 9. **Provide a cleaning list** *for all users and cleaner, cleaning to be done before and after use by groups leaders. Groups to use our cleaning materials.* | | | | | | | | | | | | ***5)*** *To inform all users of laundry procedures for transporting, handling and washing. (S.O.P.)*  ***6)*** *To inform all users to open windows and doors.*  ***7a)*** *To inform all users of hand washing procedures. To display posters for instruction*. *sanitizers*  ***7b)*** *To provide paper towels.*  ***8)*** *To inform users of social distancing.*  *8a) Social distancing floor tape*  ***9)*** *S.O.Ps. to be created and displayed for cleaning guidance. a) Toilets to be daily, and the building weekly.*  ***10)*** *Groups to adhere to rotas. and maintain room limits.*  **11)** No *historic cleaning required.*  ***12)*** *Provide tissues throughout the building at all sanitize stations and other busy areas to catch coughs, sneezes and to avoid touching face.*  **13)** *To provide cleaning records for all toilets , b)to be signed and dated.*  **14)** *To put up ‘clean as you use’ posters, in all rooms and toilet*  ***15)*** *Provide a cleaning list for the cleaner, email to hirers/ church groups. Clean before and after use.* | | 5)Admin  03/09/20  5)**Church**  6)Admin  03/09/20  **6)church**  7a)-Admin  03/09/20  7b) cleaner  8) Admin  03/09/20  8a)  Property Team  9) Admin  03/09/20  9a) cleaner  all users  10) hirers, a1l users  11) Alison & Andrew  **12)** Property team  **13)** Admin **3/09/20**  13b)  Cleaner to sign  **14)**Admin  **15)**Admin | | 5) Done  5)  6)  Done  6)  7a)-Done  7b)  Ongoing  8)  Done  8a)  9)  Done  9a)  ongoing  10)  11)  12)  13)  Done  13b)  14)  15) | |
| **Name & Address of Church: Torrisholme Methodist Church,**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | |
| **Area of Building Assessed: All General Building** | | | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Whom**  **Action when:** | | **Done** | |
| **General**  **Building**  **through all the Premises** | **Risk of contamination through intermingling**  ***For***  ***All users***  ***Ministers***  ***Members***  ***Visitors***  ***Contractor***  ***Hirers***  ***Vulnerable***  ***Children*** | | | **2** | | **2** | **4** | | | | | 1. **Preparations to re-open:** *to carry out cleaning, maintenance/repair, weekly flushes (**legionella).* *ventilation systems.* A*ir conditioning to be switched off.*      1. **Complete Re-open of building Checklist:** *To fill in and date when completed:*  * *Airing the building* * *Outside the building checks* * *Check cleanliness of building* * *Electrics* * *Heating* * *Water systems and legionella* * *Organ maintenance* * *Cleaning* * *Risk assessment*   **3) Complete General Checklist:** a) To reconfigure building *for social distancing. i.e. move furniture/seating to 2 metre distance with walkways.*  **b) Prepare outside entrances and all rooms with floor marking/stickers at 2 metres and re-create more entry /exit points**  **c) To restrict access to parts of building.** | | | | | | | | | | | | *1) To carry out:*  *a)Cleaning*  *b)Essential maintenance*  *c)Weekly flushes (legionnaires)*  *d)Air conditioning -switched off.*  *2) To complete re-open checklist – (Methodist Church Document C)*  *3) To complete and date General*  *checklist.*  *To reconfigure building/all rooms*  *to 2 metre distances,*   1. *remove seats, chairs, consider*   *walkways, move furniture etc*   * *b) To mark out 2 metre distances at outside entrances and all rooms with floor marking at 2 metre distances. To create more entry/exit points in and from rooms to avoid congestion.*   *c) No entry signs on cloakroom, kitchen, tower room.* | | 1a) Heather  (1b- d) Property team  2) Property Team  3)  Property Team  a) Property Team  b) Property team  c) Property Team | | 1a)  b-d**)**  2)  3)  a)  b)  c) | |
| **Area of Building Assessed: All General Building** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **General**  **Building**  **Cont:-** | **Risk of contamination through intermingling**  ***For***  ***All users***  ***Ministers***  ***Members***  ***Visitors***  ***Contractor***  ***Hirers***  ***Vulnerable***  ***Children*** | | | **2** | | **2** | **4** | | | | | **d)** 1. **Hand sanitizer station in entrances, exits, rooms** **and throughout premises** *i.e.**hand sanitiser, tissues, lined bins to foyer, hall, side rooms in hall, crush room, Niscu room, long room, church, cloakroom, prayer room, all toilets, kitchen, office, lounge and store rooms.*  *2) Hand hygiene stations:**To be regularly checked and supplies replenished.*  *3)Paper towels in kitchen and toilet.*  *4) Guidance on waste management.*  ***e)* Reconfigure furniture in all rooms andDisplaySignage (**for outside and all rooms, for entrances/exits): *Re- configure all chairs and tables, book cases.* ***Signage:*** *entrance only, queue at 2 metre distances, ‘Please stop and wait for welcome host, exit only, Track and trace, ‘Do not enter if unwell’, 2 metre distance, wear face mask, max limits, sanitize hands, one in one out, sanitize before entering, max limit, clean after use, hand washing, respiratory hygiene. One way/give way signs.*  *E1)***Create Standard operating procedures**  **/record sheets and various checklists:** *Weekly flushing operations, (legionnaires), cleaning record, S.O.P.S for cleaning, inbound outbound goods, Communion, respiratory hygiene, Track and trace, registration record of attendance. Checklist/briefings for all groups, hirers.*  **f) Remove books/objects,** *i.e. bibles, books, notice sheets, flyers, communal vessels, leaflets, posters notices or objects not to be shared with others. People to bring own bibles etc and take home afterwards.* | | | | | | | | | | | | *d) To put equipment in place.*   1. *Put hand sanitizer stations in place, with tissues/bins.* 2. *Sanitizers and stations to be regularly checked and replenished.* 3. *To put paper towels in kitchen, toilets.* 4. *To create S.O.P. cleaning poster include waste management.*   *e) Remove chairs, replace with plastic chairs in areas where 72 hours unused is not viable. Set all chairs to 2 metre distances, remove tables which displayed leaflets Remove book cases or reverse so books are not assessable. Display signage in all rooms, outside entry/exit to avoid overcrowding. i.e. Face masks, 2 metre distancing, sanitize. Introduce one-way/give way systems, i.e. One way in church, lounge, hall, exiting through fire doors, Give way in corridor, stairs, toilets,(one at a time).*  *E1)To display all S.O.Ps for guidance, to forward recording sheets to relevant persons and groups. To forward checklists and briefings.*  *f)Remove communal vessels, books. Bibles, leaflets, notice sheets, posters if not necessary (or laminate and clean). Remove toys not easy to clean. remove hangers, coat rails, remove stationary (lock in cupboards.)* | | d1) Property Team  d2)Property team/  cleaner  d3) Cleaner  d4) Admin  e) Property Team  E1)  Admin  **f**) Property Team | | d1)  d2)  d3)  d4) Done  e)  E1)  Done  f) | |
| **Area of Building Assessed: All General Building** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **General Building Cont:-** | **Risk of contamination through intermingling**  ***For***  ***All users***  ***Ministers***  ***Members***  ***Visitors***  ***Contractor***  ***Hirers***  ***Vulnerable***  ***Children*** | | | **2** | | **2** | **4** | | | | | ***g)* Fabric Chairs:** *Where 72 hours of un-use is not viable, 1) provide plastic covers or 3) remove and exchange with plastic chairs. fabric chairs in church, (leave 72 hours) prayer room, lounge, office, to have plastic coverings 2)or clean with BS EN 14476 fabric cleaner. Spray chair and leave to air dry.*  ***D1)* Seats:** *Remove seats only leave* ***maximum chairs*** *in each room in accordance to room limits of people) to discourage any overflow. or put temporary marking on seats if unable to remove them.*  ***2)*** *Remove all fabric toys, that are not easy to clean from Sunday school rooms.*  i**)** **Maximum Limit numbers allowed in the building/rooms**:L*imit numbers allowed in whole building or each room at any one time. taking into consideration 2 metre social distancing. i.e. Church, (30 people) Hall (25), side rooms in hall (2), Lounge (11), Kitchen (2), Long Room (10), Niscu room (6), Prayer room (2), Office (2). Weddings (15), funerals (30), Baptisms (30). All store rooms & cloakroom (1), Electrical Room (1), 2 x store rooms, off hall rooms (1), Boiler room (1), Where Pinch points are to only allow one in one out system.*  **j) Transporting Goods: (***for**inbound and outbound goods) 1)Consider drop off points if team working bringing equipment in or out of the building and rooms 2) S.O.P.*  **k)** **Office:** *to separate workers* ***c****onsider screens, or provide face shields* | | | | | | | | | | | | *G1) Buy plastic coverings or*  *2)fabric cleaner and to clean after use. 3)Remove fabric chairs replace with plastic chairs*  *d1) Remove excess chairs other than the maximum chairs needed for room limits. To put temporary marking on seats to not use.*  *2) Remove all fabric toys not easy to clean. (Sunday school to do own risk assessment.*  *i) a)Room maximum limits of persons to be maintained in each room (maximum posters on the outside of rooms) in conjunction to social distancing rules. One in one out systems for toilets, store rooms, cloakroom, Give way systems for corridor and stairs. b) Display posters*  *j,1)To redesign tasks, consider how to transfer items, equipment, create pick up/drop off points.*  *2)S.O.P for inbound/outbound to be displays at all store rooms and kitchen.*  *k) I)To reconfigure various rooms.*  *office, to put in screen or provide face shields. To remove shared equipment from desks. Separate tables /desks. In office implement side by side working.* | | g 1)  g 2)  Cleaner  all users  g 3)Property Team  d1)  Property team  **2)** Sunday school leader  Ia)  Admin  posters  01/09/20  1b)  Property team  J 1)Property team  jb) S.O.P. Admin,  01/09/20  **k)** Property team | | g)1  g 2)  g 3)  d1)  2)  1a)  Done  j1)  Ib  Done  **k)** | |
| **Area of Building Assessed: All General Building** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **General Building Cont:-** | **Risk of contamination through intermingling**  ***For***  ***All users***  ***Ministers***  ***Members***  ***Visitors***  ***Contractor***  ***Hirers***  ***Vulnerable***  ***Children*** | | | **2** | | **2** | **4** | | | | | ***L)*Hosts responsibilities:** *Introduce host responsibilities.*High traffic: *areas including entrances/exits, corridors, toilets, stairs, to maintain social distancing. hosts to inform visitors and direct them to seats (filling up at front first), directing one way and give way areas and queues. Endorse hand hygiene, face masks to be worn. registering, etc*  **m)** **Introduce an attendance system and track and trace:** to reduce congestion and keep numbers to limits. To support track and trace.  **n)** **Movement*:*** *reduce movement, discourage non-essential trips within buildings*.  ***o)*****All hirers, church groups to provide their own risk assessments***. Sending each a Covid risk assessment checklist/briefing.*  ***1)*** *All hirers ,church groups to be informed to clean after use.*  ***2)****all hirers, church groups informed to read cleaning, respiratory, outbound/inbound S.O.P.s situated in kitchen, cloakroom, (near cleaning cupboard) store room, for guidance and what to do in the event of expected Covid outbreak.*  *PHE action cards to be displayed.*  ***p)*Outside the building:**  *Markings of 2 metres both outside entrances for queue control, Deep clean all out side door handles, railings around the building. To inform car park uses to give way, wait in cars till clear and keep 2 metre distances on outside grounds.*  ***q)******Provide emergency P.P.E. Kit*** *to be kept somewhere convenient.* | | | | | | | | | | | | *L) provide host responsibilities to monitor staggered arrivals entrance/exits. monitor traffic throughout the building.*  *a)To encourage everyone to sanitise hands on entering/exiting premises.*  *b)To encourage face masks to be worn.*  *m) Admin to provide worship service attendance sheet and track and trace sheets. Leaders of groups and stewards to collect track and trace details and record of attendees’ details. Sheets to be returned to administrator.*  *n) To discourage non- essential trips.*  *o) Inform all hirers, church groups to provide their own risk assessments, send a checklist/briefing document (guidance to identify risks and look at activities).*  *1) All AV equipment, touched areas and other equipment are to be cleaned before and after use. All hirers, church groups, all users are to be notified.*  *2) all hirers, church groups to be informed to read relevant S.O.Ps. and guidance posters situated in premises.*  *P 1)mark 2 metre distances at outside entrances users to keep to 2 metres and give way outside. 2) inform to clean railings before and after use.*  *q) To place an emergency P.P.E. kit in a near back entrance convenience place of access, with mask, sanitizer. Gloves in the case of illness.* | | **l)** Stewards  **a)** Stewards  **b)** Stewards  **m)** Admin  ma)  Group leaders  Stewards  **n)**  **o)**  Admin  hirers informed 10/09/20  o)church groups  o )  Admin  hirers informed 10/03/20  o1 )  all users  O 2)  Admin  P 1)  Property team  users  2)All users  cleaner  **q)** | | **)l**  **a)**  **b)**  **m)**  **ma)**  **n)**  **o**)  Done  **o)**  o )  Done  O 1)  O 2)  P 1)  P2)  **q)** | |
| **Name & Address of Church: Torrisholme Methodist Church:**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | |
| **Area of Building Assessed: Kitchen and Eating Areas** | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | | | | |
| **Hazards/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-5 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by**  **Action by** | | **Done** | |
| **Kitchen**  **Out**  **of use at Present**  **Access for cleaner**  **only** | **Risk of contamination**  **in high risk area**  ***For***  ***Cleaner***  ***At present*** | | | **3** | | **3** | **5** | | | | | 1. **Maximum limit of people in kitchen:=2** 2. **Food and drink:** *No food/drink to be made available. No food sharing.* **Kitchen out of use.** 3. **Good Hygiene Practice:** To *wash hands 20 minutes with soapy water before/after handling food, when moving around and after blowing nose, sneezing, coughing. (catching these in a tissue or crook of elbow). Hand washing facilities available.* *Ensure staff have PPE, face coverings to avoid hazard to food safety.* | | | | | | | | | | | | 1. *Maximum limit poster.* 2. *a) To inform all people that no food and drink is to be made available. No food sharing.* 3. *a) To provide P.P.E. for cleaner. b) To inform/instruct users of good hygiene practice and the wearing of P.P.E. Face masks.* | | 1)  Admin  2)a  Admin  10/09/20  Poster  3a) Frank  3)b  Admin  Posters | | 1)  Done  2a)  Done  3a)  3b)  Done | |
| **Area of Building Assessed: Kitchen For future consideration** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Kitchen**  **Cont;-**  **When re-opened**  **Not in operation**  **At presentBut for future consider-ation** | ***For***  ***All users***  ***of kitchen***  ***Hirers***  ***Caterers***  ***Members***  ***Staff*** | | | **3** | | **3** | **5** | | | | | 1. **Food Safety Practices:** *to practice food hygiene and safety measures and safe system of working. Masks to be worn.* 2. **Limits and manage entry:** a)*Limit contacts of unnecessary visits, and stagger shifts. b) One person to monitor entry. c)To put clear floor marking for distancing in kitchen.* 3. **Transporting food:** a) *transport in packages, consider pick up/drop off points.*   *cleaning of reusable delivery boxes*   1. **Social distancing:** *2 people in kitchen*   *at 2 metre distance.**Ensure social distancing of 2 metres while awaiting entry.*   1. **Shared equipment***: To avoid sharing equipment or to clean each item that you touch after each use. Encourage handwashing/introducing hand sanitisers.* 2. **Laundry:** *not to shake, to clean anything transporting laundry, wash 60 degrees.* | | | | | | | | | | | | 1. *To instruct all users to practice food safety and safe working measures. S.O.P. to introduce and inform all users of limits and masks to be worn.* 2. *a) adhere to 2 metres social distancing. Masks to be worn.*   *To monitor/rota staggered shifts. b) To allocate a person from each group of users to monitor entry. c) To display notice of social distancing and to mark the floor with tape 2 metre distances.*   1. *a) To instruct safe transportation of packages.*   *b) cleaning reusable delivery boxes etc,*  *c) to endorse hand washing.*  *7. To maintain social distancing.*  *8.a) To inform each user to avoid*  *sharing equipment and using*  *shared equipment.*  *b) To encourage handwashing and*  *cleaning each item after each use.*  *9.Inform all groups of laundry*  *procedures. )(S.O.P. poster) for*  *transporting, handling and washing.* | | 4) Admin  S.O.P.  All users  5a)  All Users stewards  5b)  Leaders  stewards  5c)  Property team  6)a  leaders  6b)  All users  6c)  All users  7)  Poster  8a)  Inform all users  Cleaners  8b)  Poster all users  9a)  9b) S.O.P | | 4)  Done  5a)  5b)  5c)  6a)  6b)  6c)  7)  Done  8A)  Ongoing  8b)  9a)  9b)  Done | |
| **Area of building assessed: Eating Areas.**  **For future consideration** | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | | | |
| **Eating Areas**  ***(Hall***  ***Kitchen)***  **All food and drink are not made available at**  **Present**  ***Risk assessed for future consideration***  ***when***  ***food***  ***and drink can resume*** | **Risk of**  **contamination in high risk area**  ***For***  ***All users***  ***of kitchen***  ***Hirers***  ***Caterers***  ***Members***  ***Staff*** | | | **3** | | **3** | **5** | | | | | 1. **Social Distancing/Queuing: S***ocial distancing of 2 metres in all areas where awaiting entry, queues form. Floor to be marked for distancing.* 2. **Reconfigure seating**: *Tables are to maintain spacing, reduce face-to-face interactions. (one side only) Seating to be spaced out.* 3. **Shared equipment/food**: *to avoid sharing food/equipment/utensils. Encourage handwashing/hand sanitisers. Clean reusable delivery boxes.* 4. **Food Management:***Carry out good hand washing, sanitise on entry to food areas.* 5. **Stagger shifts:** *Different starting times to minimise crowding ensure social distancing, all areas, kitchen and rooms.* 6. **Limit opportunities**: *discourage unnecessary visits to the area.* 7. **Consider designating staff/leaders**: *hosts to supervise entry points.* 8. **PPE/face coverings**: *to ensure staff are issued with P.P.E. to limit hazard to food safety.* 9. **Hand washing facilities/hand sanitiser**: *to be available on entry to eating areas.* 10. **Increase cleaning:** *Increase cleaning on hand touch surfaces, table tops, drinks levers, light switches, door handles, plates, cutlery, etc after each use. Clean kitchen/food areas after use.* 11. **All doors/windows:** *Open for ventilation.* 12. **Reduce the use of cash for food***: if possible, use direct debit or allocate a suitable person to handle cash who will maintain hand hygiene.* | | | | | | | | | | | | 1. *a) All persons to maintain social distancing on entry, and within area. b) To display posters. c) To mark floor with tape 2 metre distancing.* 2. *a) Space tables/chairs, none facing, 2 metre distancing, b) face masks worn c) P.P.E. self-provide – but spare available* 3. *a) All persons to avoid sharing food/utensils/equipment. Use sanitiser* 4. *Encourage all to hand wash/sanitise at entrance.* 5. *Stagger times of entry.* 6. *Keep visits in accordance to maximum attendance and to avoid overlapping.* 7. *Appoint leaders to act as hosts to supervise traffic, allocate seats.* 8. *P.P.E. to be worn.* 9. *To install sanitizers at the entrance of eating areas (i.e. Hall, kitchen).* 10. *Cleaner/all users to clean hard surfaces, equipment used before after use, clean kitchen/food area.* 11. *To keep doors/windows open.* 12. *To introduce cash free alternative, (direct debits) or appointed person to maintain hand hygiene when handling money, to put in a bag for 72 hours before counting.* | | 1a)  All users  1b)  Poster  03/09/20  1c)  Property team  2a  Property team  b – c)  all users  3-a)  All users  4)  All users  5)  Group leaders  6-8)  Group leaders  9)  Property team  10)  Leaders  All users  11)  Group leader  12)  Group leaders | | 1)  1b) Done  1c)  2a)  b – c)  3a)  4)  5)  6-8)  9)  10a)  11)  12) | |
| **Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | | |
| **Areas Assessed: Baptisms, Weddings, Communion** | | | | | | | | | | | | **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | | |
| **Date to be reviewed:** | | | | | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Action when** | | **Done** | |
| **Baptisms** | **Risk of infection through close contact and intermingling**  **All Attendees**  **Minister** | | | **2** | | **2** | **3** | | | | | 1. **Attendance limits:** 6 *people max.(from September 2020)* 2. **Time:** *As short as possible.* 3. **Child baptism:** *.* *Keep hands sanitized and* *small amount of water to avoid splashing.* 4. **Minimum people:** *around child.* 5. **Baptism:**  *full immerge one at a time. away from congregation minister wash hands after each person.* 6. **Infants:** *To be held by the parents, guardian, or member of household.* 7. **Vulnerable persons:** *consider safety.* 8. **Spoken voices:** *To use PA system.* 9. **Communication:** *To liaise concerning controls, expectations, agreements.* 10. **Cleaning:** To clean before and after. 11. **People:** To stick to limits, arrange seating., Hosts to direct to seats, front 1st, endorse hand hygiene. 12. **Social Distancing:** To maintain 2 metres. 13. **Hosts:** *To direct to seats, monitor congestion, stagger arrivals.* 14. **Hand sanitizer:** *to use on entrance and exit.* | | | | | | | | | | | | 1. *6 people maximum to attend.* 2. *To keep ceremony short as possible*. 3. *Only small amount of water to be used to avoid splashing.* 4. *Only small amount of people around child from their household.* 5. *One at a time for full immersion. Keep away from congregation and wash hands after each person.* 6. *children to be held by the parents, guardian, or member of household.* 7. *Consider safety for vulnerable persons.* 8. *Use PA system for spoken voices* 9. *To liaise concerning controls, expectations, agreements.* 10. *Cleaner to clean before and after.* 11. *To stick to limits, use booking system for attendees.* 12. *To maintain Social Distancing. maintain limits, booking attendees.* 13. *Host to direct to seating, to fill front first and exit row by row. To monitor arrival and exit.* 14. *Encourage sanitising at entrance and exit.* | | 1-5)  Minister instructs  6)  Leaders  7)  Leaders  8)  Minister  Leaders  9) leader  10)  Cleaner  11)  Steward  12)  Steward  13)  stewards  14)  Stewards | | 1-5)  6)  7)  8)  9)  10)  11)  12)  13)  14) | |
| **Areas Assessed: Communion, Baptisms, Weddings** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Weddings**  **------------**  **Communion** | **Risk of infection through close contact and intermingling**  ***For all attendees***  ***Minister***  **------------------**  **Risk of transmitting infection contamination through forgetfulness**  ***For All attendees*** | | | **2**  **-----------**  **2** | | **2**  **----------2** | **3**  **3** | | | | | 1. **Attendance limits:** present *limit of attendance from 28th September 2020 =15 people max.* 2. **Time:** *As short as possible.* 3. **Vulnerable persons:** *consider safety.* 4. **Spoken voices:** *To use PA system.* 5. **Communication:** *To liaise concerning controls, expectations, agreements.* 6. **Cleaning:** *To clean before and after.* 7. **People:** *To stick to limits, arrange seating, Hosts to direct to seats, front 1st, endorse hand hygiene* 8. **Social Distancing:** *To maintain. 2 metres* 9. **Rings:** *To be handled by as few as possible and to instruct those involved in exchanging rings to wash hands before.*   **1) Wafers, wine:** *Communal vessels not to be used.**To buy separate sealed communion packs to give out to each member.*  **2) Handling items and distribution:** *To wash hands thoroughly before and after, and wear gloves. Sanitise hands throughout. Maintain social distance. Wear a face mask.*  **3) Sanitise**r: *For sanitizer to be available.*  **4) Receptacles:** *are not to be shared.*  **5) Peace:** *To**pass peace at 2 metre distance.*  **6) Sacrament and prayer:** *To cover elements.*  **7) Breaking bread and cup:**  *be done silently.*  **8) Washing:** *All items washed thoroughly.*  **9) Guidance:** *To be given to congregation.* | | | | | | | | | | | | 1. *15 people maximum to attend.* 2. *To keep ceremony as short as possible.* 3. *To consider safety for vulnerable persons.* 4. *To use PA system for spoken voices.* 5. *To liaise concerning controls, expectations, agreements.* 6. *Cleaner to clean before and after.* 7. *To stick to limits, use booking system for attendees, fill front seating first, exit row by row. encourage sanitizing on entry and exit* 8. *To maintain Social Distancing.* 9. *To inform handlers of rings to wash their hands beforehand.* 10. *a) No communal vessels to be used. To give out separate sealed communion packs to each member.*   *2) To wear gloves when handling packs, wash hands thoroughly, Use sanitizer throughout.*  *3) Make sanitizer available.*  *4)Not to share receptacles.*  *5)To pass peace at 2 metres.*  *6)To cover elements.*  *7)Break bread/wine silently*  *8) Wash all items after use.*  *9) Guidance to be given.* | | 1-2)-  Minister  instructs  3)  stewards  4)  leaders  5)  Minister  notices  6)  cleaner  7-8)  stewards  9)  Minister instructs  ----------  1a-b))  Stewards  2)  Stewards  3)  stewards  4)  stewards  6)  Stewards  Minister  7)  Minister  8)  Minister  Members  9)  Minister | | 1-2)  3)  4)  5)  6)  7-8)  9)  ----------1a)  2)  3)  4)  6)  7)  8)  9) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | |
| **Area of Building Assessed: Toilets (ladies/men’s/disabled)** | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Whom**  **Action by** | | **Done** | |
| **Toilets**  **Toilets cont:-** | **Risk of contamination through forgetfulness**  ***For***  ***All people***  ***Disabled***  ***Vulnerable***  ***Hirers*** | | | **3** | | **2** | **4** | | | | | 1. **Maximum limit of people at one time = 1.** 2. **Usage of Toilets:** *location (corridor), give-way system to implement. To minimise use of toilets. encourage users to close toilet lid before flushing.* 3. **Social distancing/supervising:** a)*Only one-in -one -out person entry at one time. b)To use social distancing markings in areas where queues form, use limited entry approach.* 4. **Cleaning: Deep cleaning:** a)Poster b)*to frequently carry out on all handles, flush handles, door handles, taps, toilet seats, sanitary disposal units, bins (pull cords, support rails in disabled toilets), and all areas regularly touched. (lights are automatic switch on).* *To use disposable cloths, paper roll to clean hard surfaces. c) All users to clean toilets after use.* 5. **Hand washing:** *liquid soap available to maintain hand hygiene and washing. And/or sanitize at entry point.* | | | | | | | | | | | | 1. *Maximum limit notice.* 2. *To minimise use as much as possible. Encourage users to close toilet lid before flushing.* 3. *a) To display a one in one out and give-way signs. b) Stewards to monitor entrances. c)2 metre marks on floor.* 4. *a)provide Clean after use’ poster) b)Cleaner and all users to do a clean as you use system for high contact areas. i.e. door and toilet handles, all touched services etc. Cleaner to do a special clean in the case of a Covid -19 outbreak. remove waste frequently to instruct c) All users to clean areas touched after use.* 5. *To increase liquid soap or sanitizers.*   *.* | | 1-2)  Admin  posters  3a) Property team  3b)  Stewards  3c)  Property team  4)a  Admin  Poster  b)  Cleaner informed  03/09/20  c)All users  hirers  church  5)  cleaner | | 1-2)  3a)  3b)  3c)  4)a  b)  Ongoing  c)  5)  ongoing | |
| **Area of Building Assessed: Toilets (ladies/men’s/disabled)** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Toilets cont:-** | **Risk of contamination through forgetfulness**  ***For***  ***All people***  ***Disabled***  ***Vulnerable***  ***Hirers*** | | | **3** | | **2** | **4** | | | | | 1. **Posters:** *displayed for instruction for hand washing.* 2. **Disposable paper towels:** *in place. Hand towels to be thrown away in the bin. Bin to be regularly emptied.* 3. **Cleaning Record:** *To be completed after each clean by the cleaner. To put up a visible cleaning schedule that can be kept up to date.* 4. ***S.O.P.*** *To produce Standard Operating Procedure for cleaning.* 5. **Ventilation:** *to keep the facility well ventilated, i.e. fixing door/windows open where appropriate.* 6. **Clean guidance for cleaning toilet:** To provide | | | | | | | | | | | | 1. *To display posters for handwashing instruction* 2. *To maintain replenishment of paper towels.* 3. *Cleaner to complete record after each clean. To display a cleaning schedule.* 4. *To produce a standard operating procedure and inform cleaners.* 5. *Cleaner/all users to keep windows and doors open to maximise ventilation.* 6. *To create posters in each toilet of clear guidance for cleaning, P.P.E. and cleaning materials* | | 6)  Admin  7)  Cleaner  8)  Cleaner  9)  Admin  10)  Cleaner informed  All users  11)  Admin | | 6)d  Done  7)  Ongoing  **8)**  Ongoing  9)  Done  10)  ongoing  11)  Done | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | | |
| **Area of Building Assessed: Office** | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | | | | | |
| **Hazards/**  **Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Whom**  **Action by** | | **Done** | |
| **Office** | **Risk of contamination through intermingling and forgetfulness**  ***For***  ***Vulnerable Persons***  ***Admin worker***  ***Minister/s***  ***Property team*** *needing to access diary*  ***Members*** *wanting to use printer* | | | **2** | | **2** | **4** | | | | | 1. **Workers/social distancing***. 2 people in office, Office is narrow, lengthwise more than 2 metres (protect people at higher risk), if social-distance workstations, work apart/side-by-side.* U*se pairing system. Review layouts. Floor markings.* 2. **Booking system***: to be implemented to allow others to access printer, avoid overcrowding* 3. **Who is essential:** *to have* *only essential people in office/keep to minimum number.* 4. **Monitor:** *to monitor wellbeing of people working at home, keep in touch for welfare, mental, physical health. Telephone support.* 5. **Vulnerable individuals:** To *offer the safest place/role, enabling social distancing. If unable to maintain social distancing and spending time within 2m of others, a screen is to be considered, for the clinically extremely vulnerable individuals.* 6. **Arrival/departure from work:** *To maintain social distancing. Staggered arrivals/departures.* 7. **Shared equipment***: you touch after each use. Avoid sharing. Encourage handwashing/introducing hand sanitisers. cleaning of reusable delivery boxes.* | | | | | | | | | | | | 1. *A)1 or 2 people max. To work side by side. Avoid face to face. Adjust seating at 2 metre distance. To incorporate a pairing system. B)Put floor markings and possible screen or face shields of admin and ministers. Limit users.* 2. *To introduce a booking system for wanting to use the printer.* 3. *To discourage users to enter office, unless essential.* 4. *To keep in touch with those working at home.* 5. *A)To offer vulnerable people the safest place/role to maintain social distancing. B)To provide masks and face shields for vulnerable individuals to wear.* 6. *To incorporate a staggered arrival and departure schedule.* 7. *To inform to not share pens, stationery, documents (but if unavoidable to incorporate increased sanitising. To clean reusable delivery boxes.* | | 1a)  Admin  minister  1b)  Property team  2)  Admin  3)  Admin  Sign  4)  Leaders  5)a  Leaders  5b)  6)  Schedules  7)  Poster  Admin  minister | | 1a)  1b)  2)  3)  4)  5)a  5b)  6)  7) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: Vulnerable persons – For all groups** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom**  **Action by when** | | **Done** | |
| **Vulnerable Persons**  **All rooms in**  **All the buildings** | **Risk of infection from proximity of people in rooms**  ***For***  ***Admin worker***  ***Minister***  ***Over 70s***  ***Medically***  ***Vulnerable***  ***People*** | | | **3** | **3** | | **6** | | 1. **Clinically vulnerable individuals** *at higher risk of severe illness, are to take extra care in social-distancing.* *To* *remain at 2 metre distance. Masks to be worn.* 2. **Office workers** *Not to return to the office until safe to do so.* 3. **All safety precautions*:*** *are to be put in place before returning to work. (maintaining social distancing in building and at work stations, floor markings, sanitizers, screens, separating desks, P.P.E. face mask, shield if necessary.* 4. **Individuals aged 70 years and over attending the place of worship**   *For people at increased risk of severe disease from COVID-19, i.e. people who are aged 70 or older, regardless of medical conditions.*  *to take particular care to minimise contact with others and maintain social distancing.* | | | | | | | | | | | | 1. *Inform these individuals to wear a mask. To have masks ready to issue out to the clinically vulnerable individuals. To ensure that each person stays at a 2-metre distance.* 2. *Review the church office to accommodate vulnerable individuals. Minister and administrator. To consider a screen, face shields or make suitable adjustments to maintain a 2-metre distance.* 3. *A)To make sure all floor markings, sanitizers, screens, P.P.E. separating desks, tables chairs, Fabric chairs to be covered with plastic or sprayed after each use. b) a booking system for office, posters for guidance* 4. *To take particular care to minimise contact and enforce a 2-metre distance with clinically vulnerable and over 70s.* | | | | | 1)  Posters  all  2)  Property team  3a)  Property team  3b)  Admin  4)a  posters | | **1)**  Done  2)  3)  3b)  4)  Done | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: Various social/Community activities, Hirers** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 =med***  ***6-9=high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom**  **Action by** | | **Done** | |
| **All areas of building**  **Social**  **and Community Activities** | **Risk of infection through intermingling of people in circulation areas**  ***For Admin***  ***Minister/s***  ***Property team***  ***Care Team***  ***Stewards***  ***Vulnerable***  ***All activities***  ***Groups***  *Little lights*  *Bible study*  *Ladies fellowship*  *Prayer meetings*  *Film club*  *Messy church*  ***All hirers Groups***  *Brownies and more* | | | **2** | **2** | | **3** | | 1. **Social Distancing:** *all user****s*** *to keep 2 metre distances. Separate chairs etc, Masks to be worn. No singing/loud responses.* 2. **Create Hosts/cohort/bubble groups:** *Hosts to guide, direct with entering & /exiting rooms, to seats*, t*o stagger times of entry/exit. Encourage hand sanitizing. discourage handshakes, hugs.* 3. **Groups:** *Keep people in same groups, teams. To clean equipment/room after use.* 4. **Identifying areas:** *where people directly pass things to each other, sheet/notice information, raw materials, remove direct contact, such as drop-off/transfer points.* 5. **Keep a temporary record:** *of all groups, members, staff, visitors etc. Times of arrival for 21 days to assist NHS Test and Trace.* 6. **Handling items:** K*eep**activity instruction visual. Use AV screen. Care handling visuals, wear glove, avoid direct contact/ sanitise, consider if activity is to continue.* 7. **Each activity:** *A risk assessment to be completed by external user & passed by church council before using the premises.* 8. **Cash:** *avoid, or gloves worn. Bank transfers.* | | | | | | | | | | | | 1. *All users to reduce numbers to maintain the 2-metre social distance maximum limits. Adhere to all signs displayed, sanitize, to separate chairs, tables, wear face masks.*   *Instruct no singing/loud responses.*   1. *Hosts to guide to with entering/exiting rooms, all groups to stagger times of entry/exit. To form bubble groups and hand hygiene. No handshakes or hugs.* 2. *To create groups/partnering teams, clean.* 3. *To reduce or avoid passing raw materials on to each other. i.e. sheets, documents, equipment etc. To create a dropping off/transfer point.* 4. *Group leaders to take a record of attendee’s details for track and trace. to keep for 21 day so as laisse with T.M.C. and officials.* 5. *A)Group leaders to sanitize hands when handling visuals, use AV, or increase hand washing. Change activities if hard to stick to control measures.* 6. *To inform external users to provide a risk assessment of the group’s activities.* 7. *Avoid using cash, encourage bank transfers or one person to wear gloves . To bag and not count cash for 72 hours*   *To wash hands thoroughly afterwards.* | | | | | 1a)  All users  2)  Stewards group leaders  3)  all users  4)  Workers  All users  5)  Leaders  6)  Group leaders  Hirers  7)  Admin,  8)  Steward  Member | | 1)  2)  3)  4)  5)  Hirers informed  6a)  Hirers informed  10/09  7)  Done  8) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: Store Rooms** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 =med***  ***6-9=high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom**  **Action by** | | **Done** | |
| **All Store Rooms** | **Risk of contamination through intermingling in area**  ***For All users***  ***Hirers***  ***Property team***  ***Stewards***  ***Members*** | | | **2** | **2** | | **4** | | 1. ***Maximum level of people = 1*** 2. **Cleaning:** *To provide S.O.P. cleaning procedure for Store rooms that**hand touch surfaces, all users to clean before and after use. i.e. door handle, keys and all other items. To use disposable cloths or paper roll to clean all hard surfaces. Keep clear of personal items.* 3. **Social-distancing**: *1in 1 out entry system to be implemented for limited entry and avoid bottlenecks. To display signage of hand/respiratory hygiene. To remain at 2 metre distance. Masks to be worn.* 4. **Handling goods, materials, vehicles*:***   *for shared equipment you touch after each use. To hand sanitise after touching equipment etc. cleaning of reusable delivery boxes. Encourage handwashing after use.*   1. **5) Ventilation:** *to keep the facility well* 2. *ventilated, i.e. fixing door open where* 3. *appropriate.* | | | | | | | | | | | | 1. *Maximum level of people poster* 2. *a) Cleaner/ all uses to regularly clean hand touched surfaces/items before after each use and to document cleaning of storeroom.*   *b) To create S.O.P. of inbound and outbound goods with cleaning requirements.*  *c) All users not to touch personal items.*   1. *a) To implement a one in one out system b) limit entry.*   *c)Display hand and respiratory poster.*  *d) maintain social distancing.*  *e) mask to be worn.*   1. *a) To encourage hand washing if partnering and using shared equipment. b) To inform 2-metre distance if partner working.*   *c) To wear mask.*  *d) To cleaning reusable boxes, items after use.*   1. *To keep window and doors open.* | | | | | 1)  Admin  2)a  Cleaner  All users  b)  Admin  03/09/20  c)  3a- e)  Admin posters  Property team  4)  S.O.P.  Informed hirers  Church  5) | | 1)  Done  2a)  b)  Done  c)  3a-e)  Done  3a – e)  4)  Done  Done  5) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: Communal Areas – all building** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likely-hood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 =med***  ***6-9=high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom Action when** | | **Done** | |
| **All Communal areas/**  **rooms in the premises**  ***Meeting areas***  *Foyer*  *Church*  *Prayer R*  *Hall*  *Long R*  *Niscu R*  *Lounge*  *Kitchen*  *Toilets*  *corridor* | **Risk of infection from proximity of people in meeting**  **Rooms and communal area**  ***For All users***  ***Minister/s***  ***Worshipers***  ***Groups***  ***Attendees***  ***Hirers*** | | | **2** | **2** | | **3** | | 1. **Communal area/ social distancing:**   *Adhere to 2 metre distances in all rooms, clearly mark 2 metre distances throughout and at entrances, Masks worn.*  *To let in one person or household at a time.*   1. **Hand sanitiser**: *to be are available at the entrance to all communal areas.* 2. **Cleaning:***To**increase the cleaning of surfaces (regularly touched by hand), i.e. tables tops, drinks levers, keypads, grab-rails, buttons, light switches, door/window handles, window blind cords, equipment i.e. microphones, AV systems, portable prompts, keys and any other hard surface. To be cleaned after use.* 3. **Consider outdoor space**: *Use of grounds.* 4. **Standard operating procedures:***Groups to adhere to SOPs. Guidance and signage in all communal areas.* 5. **Hosts/leaders:** to brief attendees of one-way system, not to leave chairs, guide to seats. etc 6. **Length of event’s:** *To keep length of events short.* 7. **Singing/loud responses:** *No singing or loud**responses.* 8. **Cash:** *avoid, or gloves worn. Bank transfers.* | | | | | | | | | | | | 1. *A) To provide visual notices for social distancing. B) To clearly mark 2 metre distancing throughout all rooms and at outside entrances. c) masks are to be worn indoors. d) For hosts to let one person in the building at a time or one household at a time.* 2. *Hand sanitisers to be available at entrances and communal areas.* 3. *Cleaners and all users to increase cleaning of regularly touched surfaces i.e. handles, keys, grab rails, light switches etc.* 4. *To consider using outdoor space.* 5. *To produce S.O.P.s for cleaning in kitchen/cloakroom and clean after use signs in all other communal areas.* 6. *Hosts and leaders to give briefings and guidance of one-way systems, not to leave chairs, guide to seats, No loitering in foyer, other areas. Hosts to manage staggered entrances/exits.* 7. *To keep all events short.* 8. *To have no singing or loud responses.* 9. *Avoid using cash, encourage bank transfers or one person to wear gloves . To bag and not count cash for 72 hours.*   *To wash hands thoroughly afterwards.* | | | | | 1a-d)  Property team  steward  2)  Property team  3)  All users  Groups  cleaner  4)  Stewards  5)  s.o.p.  signs  6)  Admin  03/09/20  7)  Leaders  8)  Leaders  9)  steward | | 1a-d)  2)  3)  4)  5)  Done  6)  Done  7)  8)  9) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: Suspected Covid outbreak** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom Action by when** | | **Done** | |
| **Suspected Covid – 19 outbreaks** | **Risk of transmitting**  **Infection**  **through forgetfulness**  **Bringing infection into**  **and out**  **of church. i.e. via hands.**  ***For***  ***All Attendees*** | | | **3** | **3** | | **6** | | 1. **Suspected cases of Covid-19:** A*nyone who has a continuous cough, high temperature or loss or change of smell/taste, send individual home to self-isolate, encourage individual to arrange a test, to ring NHS (111) or (119).or arrange online* [www.nhs.uk/conditions/coronavirus*-covid-19/testing-and-tracing*](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing) *Group leader to keep in contact with individual for result. To inform church of any positive result/s immediately. Double bag all items until test results for more than 72 hours. Close off area where suspected case was allocated.* 2. **Outbreak preparedness**: I*nform all groups of contact person for outbreak management, who liaises with local Public Health teams.* **For multiple cases of *Covid-19*** *contact PHE health team to report outbreak.* *Keep record details of symptomatic people, details of outbreak management process, implement control measures, communicate to all, reinforce prevention, help with contacts. wear P.P.E.* | | | | | | | | | | | | 1. *a) To provide S.O.P. and poster on what to do in the case of Covid outbreak, display PHE Action Card. How to manage, What to be aware of. send individuals home, encourage a test and to ring NHS or emergency services. e) To Double bag items. f) To close of area.* 2. *a) Admin to oversee and monitor suspended cases of covid -19, who will contact PHE health team. b) Admin to keep record details c) all to monitor controls measures. d) admin and leaders to communicate to all .e) To instruct to re-enforce prevention measures.*   *f) Leaders of groups who will be responsible for track and trace attendance records and keep for 21 days to inform immediately if suspected case, liaise with T.M.C. and officials.*  *g)To follow guidelines on GDPR track and trace record/managing traffic.*  [*Find your local PHE health protection team*](https://www.gov.uk/health-protection-team). Preston: 0344 225 0562  *Covid-19 Early Outbreak Management* | | | | | a)  Admin  S.O.P.  01/09/20  b)Display PHE  Action card  2a-b)  Admin All group leaders  Hirers informed  10/09/20  c)  all users  d)  Admin  leaders  e)  all users  Group leaders  f)  Group leaders  g) All | | a)  Done  b)  2a-b)  c)  d)  e)  f)  g) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | |
| **Area of Building Assessed: Emergencies, House groups, Funerals.** | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  *Prevention strategy* | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Whom**  **Action by When** | | **Done** | |
| **In case of**  **Emergency** | **Risk of infection through forgetfulness and close contact to person**  ***For All attendees*** | | | **3** | | **3** | **6** | | | | | 1. ***In the case of an accident:*** *provision of first aid, fire, break-in, consider incident and emergency procedures to reflect social distancing principles/consider**security implications. consider operations and practices in response to COVID-19.* 2. **Giving assistance *to others:*** *pay attention to sanitation measures immediately afterwards.* 3. **Accident log book:** All *users to sanitize hands prior to adding incident log details.* | | | | | | | | | | | | 1. *To review accident and emergency procedures to reflect social distancing and consider security implications and changes to be make in response to Covid-19.* 2. *To wash hands after giving assistance to others.* 3. *To inform**all users to sanitize hands prior to adding incident log details in book.* | | 1)  all users  2)  all users  3)  Hirers informed  10/09/20 | | 1)  2)  3)  3) | |
| **House groups** | **Risk through intermingling** | | | **2** | | **2** | **3** | | | | | 1. ***House Groups*:** *Not to meet physically unless we can meet general guidance****.*** | | | | | | | | | | | | 1. *Not to meet physically unless they can meet guidance.* | | 1) Group leaders | | 1) | |
| **Funerals** | **Risk of infection through intermingling**  ***For all attendees*** | | | **2** | | **2** | **3** | | | | | 1. ***Limits:*** *No more than 30 people to attend.* 2. ***Ceremonies:*** *To be as short as possible.* 3. ***People:*** *Funeral directors and staff, church steward and minister, members of the person’s household, close family members can attend within limits. To make it safe for vulnerable persons to attend.* 4. ***Spoken words:*** *To be done using PA system.* 5. ***Communication:*** *To liaise with all concerned assess for vulnerable persons, bout: arrangements, hygiene, numbers attending, seating.* 6. ***Singing:*** *No singing, hugs, handshakes, loitering* | | | | | | | | | | | | 1. *No more than 30 people.* 2. *Ceremony as short as possible.* 3. *Minister/directors to communicate who can attend.* 4. *To use the PA system for spoken words.* 5. *To communicate arrangements for vulnerable persons, arrangements, hygiene, numbers attending, seating.* 6. *No singing, hugs, hand shake, loitering.* | | 1-6)  Minister to inform | | 1-6) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | | | | | |
| **Area of Building Assessed: Various rooms –Meetings/Gatherings** | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | | | | | |
| **Hazards/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | **Action by Whom**  **Action by when** | | **Done** | |
| **Meetings,**  **Gathering** | **Risk of infection through proximity of people in meeting rooms**  ***For All attendees:***  ***Group members,***  ***People in meetings***  ***Trustees***  ***Stewards***  ***Property team*** | | | **2** | | **2** | **3** | | | | | 1. **Use remote (digital) where possible:** *For those too vulnerable to attend. Attendees are . to ventilate rooms. Keep meetings short.* 2. **Avoid transmission:** *avoid sharing pens, documents, other objects. No bibles, books .*   *Individuals to bring own and take away after*   1. **Signage***: install signage.* 2. **Hosts, Hand hygiene, track and trace:** *Hosts to guide, to seats, entering and exiting, one-way systems, encourage hand sanitising.to keep record of contact details of attendees.*   *No hand shaking, hugging.*   1. **Meeting/gatherings:** *reduce numbers, use larger room, use digital alternatives .adhere to maximum limits.* 2. **Activities:** *to keep as short as possible.* 3. **Social distancing***: remain at 2 metre distance. to let in one person or household at a time. Masks to be worn.* 4. **Where the social distancing guidelines cannot be followed***: in relation to an activity, to consider whether that activity needs to continue.* 5. **In the case of someone falling ill:** *To provide a P.P.E. kit /place in a convenient spot* 6. **Cash:** *avoid, or gloves worn. Bank transfers.* 7. **Cleaning:** To deep clean after meeting/gathering. | | | | | | | | | | | | 1. *A) Continue to use digital remote alternative. Keep meetings short*   *B) To ventilate rooms, keeping doors and windows open.*   1. *A) leaders to inform attendees to use own pens, bibles & not share. (use visual methods if possible) All items to be taken away afterwards.* 2. *Display signage social distancing.* 3. *Hosts to guide throughout visit, encourage hand hygiene. Record attendees. No hand shaking, hugging.* 4. *To reduce numbers of attendees to maintain maximum levels.* 5. *To keep activities short.* 6. *To keep to 2 metre distance markings on floors. To let in one person at a time, and fill up from the front to the back. Masks worn.* 7. *Consider if an activity continues?* 8. *To have a P.P.E. kit available in the case of someone falling ill.* 9. *Avoid using cash, encourage bank transfers or one person to wear gloves . To bag and not count cash for 72 hours. Wash hands after.* 10. *Deep clean after gathering* | | 1a)  Leaders  1b)  group leaders  2a)  Group leaders  2b)  Group  Leaders  3)  Admin  4)  Leaders  Stewards  5)  Group leaders  6)  Group leaders  7)  Stewards  8)  Group leaders  9)  Property team  10)  Steward  11)  All users | | 1a)  1b)  2a)  2b)  3)  4)  5)  6)  7)  8)  9)  10)  11) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | |
| **Area of Building Assessed: Homes and Transport** | | | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 =med***  ***6-9=high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | **Action by Whom**  **Action by when** | | **Done** | |
| **Home visits**  **Transport** | **Risk of infection, contamination through forgetfulness**  ***For Ministers***  ***Care team***  ***Pastoral team***  ***Members*** | | | **3** | | **3** | **6** | | 1. **Visiting:** *to avoid contact with People 70, with underlying conditions, pregnant women. Follow guidance for a shielded person (clinically vulnerable) who are not to form a support bubble due to risks.* 2. **Travelling together** *in any one vehicle, use fixed travel partners, increase ventilation, wear face masks and have ventilation.* 3. **Wearing a face covering** *if using public transport or if in a car.* 4. **Should you visit if symptomatic?**   *Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately. Remote participation should be considered, i.e. live streaming. This applies equally to individuals who work at the place of worship.* | | | | | | | | | | | | | 1. *To avoid contact with over 70s with underlying health conditions, pregnant women, and stay a 2-metre distance with the clinically vulnerable.* 2. *To implement partnering in travel, open windows, and wear face masks.*   *Open windows for ventilation.*   1. *To wear face masks.* 2. *a) To not visit or attend a place of worship if showing Covid symptoms. To self-isolate.*   *b) To use remote digital alternatives.* | | | | 1)  Minister care team  Members  2)  Minister care team  Members  3)  Those sharing cars  4)  Minister care team  Members  b)  leaders | | 1)  2)  3)  4)  b) | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | |
| **Area of Building Assessed: All building – Managing attendees/Children** | | | | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | **Action by Whom**  **-Action by when** | | **Done** | |
| **Managing your congreg-ation**  **Children and Children’s groups** | **Risk of infection and contamination through forgetfulness, intermingling and**  **close contact**  ***For All attendees***  ***Minister/s***  ***Visitors***  ***Workers***  ***Children***  ***Vulnerable*** | | | **2** | | **2** | **3** | | | | * 1. **Visits**: a) T*o* *use remote connection. Maintain maximum limits. b) Introduce registration for all services to reduce* *visits overlapping. c)Maintain a record of all visitors. d) Encourage visitors to hand sanitise, handwash on entrance/exit.*   2. ***Hosts and Queues****: a)Hosts to guide to guide to seats .(fill up from front first) , To let in one person/one household at a time. exit row by row, manage one-way systems, queues, 2 metre distances at entrances/exits. Stagger arrivals. b) Take contact details for track and trace.*   3. **Shared equipment***: touched after each use. Encourage handwashing/introducing hand sanitisers. Clean equipment after use.*   5. **Children’s groups:***to inform all users and children’s leaders to adhere to all signs, 2-metre distancing etc and to submit a Covid risk assessment of their group/activities prior to using the premises. Which are to be passed by church council.* | | | | | | | | | | | | ***1****a****)*** *To use remote connection. b) To implement booking/pre-register. c) Maintain a record of all attendees, to*  *allow for ‘stand by’ people waiting.*  *d) encourage hand sanitising at entrance*  *and exits and throughout the building.*   1. *a) Hosts to let one person/one household in at a time. guide to fill up front first, and exit row by row.*   *encourage attendees to follow all guidance, staggered arrivals, on-way,*  *endorse social distancing throughout building. Discourage loitering in foyer.*   1. *Take track and trace contact details.* 2. *a) To encourage handwashing and clean equipment after each use. Clean after use sign.*   ***4a)*** *To inform and enforce leaders/adults to adhere to all guidance, signs etc.*  *b****)*** *To inform leaders to review/provide children’s risk assessments regarding Covid 19 regulations.* | | | 1a) leaders  b)  Stewards  c)  leaders  d)  stewards  2a)  stewards  2b)  All users  stewards  3a)  Stewards  All users  4a)  Checklist  Rules  4a)  Children’ leaders | |  | |
| **Area of Building Assessed: All building – Managing attendees/Children** | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Children’s Services** | **Risk of infection**  **and contamination through**  **close**  **contact and forgetfulness** | | |  | |  |  | | | | 1. **Supervision:** *Parents/adults to supervise children at all times.* 2. **Hygiene:** *To inform children to wash/sanitise their hands with soap and water, use tissues to catch coughs, sneezes.* 3. **Trustees:** *To consider children friendly signage.* 4. **Play Equipment: Children’s facilities:** i.e. *play corners, books, toys, soft furnishings which are hard to clean is to be removed.* 5. **Outdoor Play equipment:** *are permitted if easy to clean.* 6. **Objects/items:** *Any items, objects, pens, paper etc used for activities, talks should not be shared.* 7. **Children’s Services and activities:** *children’s activities are to be done within social distancing.* 8. **Alternatives:** *To review changing or adapting additional services for children.* 9. **Inform leaders/parents:** *to clean frequently touched surfaces.* *To minimising contact/mixing by altering the layout of chair/table layout, introducing Bubble groups (no more than 15). To use face masks.* | | | | | | | | | | | | ***1)*** *To supervise children at all times.*   1. *To encourage hand and respiratory hygiene.* 2. *Trustees to consider children friendly signage.* 3. *a) All play equipment to be removed if hard to clean.*   *b) To clean touched surfaces.*   1. *To clean outdoor play equipment before and after each use.* 2. *Objects, items, pens etc are not to be shared.* 3. *All activities to be done within social distancing.* 4. *To review changing/adapting additional children’s services.*   ***9)*** *a) To reconfigure layouts of chairs and tables.*  *b) To introduce bubble groups.*  *c) To enforce P.P.E. is used for close proximity.* | | | 1)  Leaders helpers  Parents  2)  Leaders  Parents  3)Admin  4)  Property team and leaders  5)  Group leaders  6)  Group leaders  Instruct  7)  Group leaders instruct  8)  Group leaders  9)  Group leader | |  | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | | | | |
| **Area of Building Assessed: On going updates/Communications** | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | **Persons Affected**  **(who at risk)**  ***coming in contact*** | | | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 = low***  ***3-4 = med***  ***6-9 =high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | | | **Action by Whom Action by when** | | **Done** | |
| **On going**  **updates**  **Commun-ication**  **For**  **all users and congregation** | ***For All persons***  ***Ministers***  ***Members***  ***Hirers*** | | | **1** | **1** | | **1** | | 1. **Ongoing communications and signage:**   *To make sure all users/workers are kept up to date with safety measure and Covid risk updates. to explain and update guidelines with verbal announcements etc*   1. **Communication***, a) inform of changes to schedules, materials shortages etc. b)continue to use digital alternatives for wider communication to all users* 2. **Communicating approaches***, operational procedures to people for Inbound/outbound goods.* *Sanitize hands or wear gloves before handling equipment.* 3. **Communications,** A*V screens, zoom* 4. **Social distancing***: to provide on-going reminders/updates to maintain social distancing at 2 metre distance, Letting one person or one household in at a time. To wear masks for less than 1 metre.* | | | | | | | | | | | | 1. *To keep people informed and updated with safety measures., with verbal announcements by group leaders/ ministers, via posters, S.O.Ps, email, phone calls, T.M.C. Website, post.* 2. a) *To inform changes, schedules, material shortages to all persons via email, phone etc b)To use website, signs, verbal notices from ministers, email, telephone to inform wider communities.* 3. *Provide notices of procedures for inbound/outbound goods. To inform to wear gloves*. *Or sanitise hands before use touching equipment.* 4. *Use AV screens, zoom, to communicate.* 5. *To provide ongoing reminders/updates to maintain social distancing.* | | | | | 1)  Admin, Leaders, Minsters Web manager  2)  Admin  Leaders  Members  3)  Admin  poster  Group leaders instruct  4)  Group leaders  5)  Posters | | 1)  Ongoing  2)  Ongoing  3)  Done  Poster  4)  5)  Done | |
| **Name & Address of Church: Torrisholme Methodist Church**  **Norwood Drive, Torrisholme, LA4 6LT** | | | | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | |
| **Date of initial Assessment: 28th September 2020** | | | | | | | | | | |
| **Area of Building Assessed: Church Services/Individual Prayers** | | | | | | | | | | | | | | | | | | **Date to be reviewed:** | | | | | | | | | | |
| **Hazards**  **/Risks**  **(Area)**  ***contacts take place*** | | **Persons Affected**  **(who at risk)**  ***coming in contact*** | **Likelihood**  ***1 = Seldom***  ***2 = Freq***  ***3 = High*** | | | **Severity**  ***1 = Low***  ***2 = Med***  ***(serious)***  ***3 = High*** | | **Risk Rating**  ***1-2 =low***  ***3-5=med***  ***6-9=high*** | | **Additional Covid-19 Controls – Reducing Risk**  ***Prevention strategy*** | | | | | | | | | | | | **Action Plan**  **(What to do)** | | | **Action by Whom**  **Action by when** | | **Done** | |
| **Church**  **Services** | | **Risk of infection and contamination through forgetfulness**  **Unconscious close contact**  ***For All attendees***  **Minister** | **2** | | | **2** | | **5** | | **Within the church service:**   1. ***Hosts: Ministers*** *to wear face shields. Hosts to wear face masks, then to. Direct one person or one household at a time people to sign trace and trace and take contacts, to direct to designate seats, guide people to fill up from the front. To manage entrances/exits, one-way/give way routes.*   *To encourage hand sanitizing on entry.*   1. ***No hymn books, bibles*** *allowed to be used unless individual brings their own and takes away.* 2. ***Books, reusable and communal resources****: service sheet/devotional material should be removed from use. Single use alternatives can be provided as long as they are removed by the worshipper. Items owned by the individual to aid worship can be brought in but must be removed again.* 3. ***Only quiet music*** *on entry/exit.* | | | | | | | | | | | | 1. *a) Ministers to wear face shields*   *b) Hosts to wear face masks. To direct people one way to the church and on exit through the fire door. Encourage hand sanitizing at entrance and exit, Collect contacts for track and trace. to direct one individual or household at a time to designated seats, fill up from front. exit row by row, manage people at pinch points, busy areas, keep people at 2 metre distances .*  *Mask self-provide or provide masks*  *if needed.*   1. *No church hymn books, bibles allowed to be used, to remove. Individuals can bring own bibles and take them away.* 2. *Remove service sheets, devotional material, leaflets, notice sheets.* 3. Only quiet music. | | | 1a)  Minister  b)  stewards  **c)** Masks bought  01/09/20  2)  Attendees  3)  Property team  4)  AV worker | | 1)  b)  c)  2)  3)  4) | |
| **Area of Building Assessed: Church Services/Individual Prayers** | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Church services cont: -** | | **Risk of infection and contamin-ation through forgetfulness**  **Unconscious close contact**  ***For All attendees***  **Minister** | **2** | | | **2** | | **5** | | 1. ***No wind instruments.*** *organists are excepted, and can use the building for practice with distancing.* 2. ***No loud verbal responses Careful consideration for communion*** *to be safely celebrated. (see communion)* 3. ***Short services*** *(45 minutes)* 4. ***No refreshments*** *to be offered after worship.* 5. ***Hugs/handshakes/physical contact*** *etc are all prohibited.* 6. ***Cash offerings*** *to be discouraged. To encourage online giving. Regular cleaning/hygiene to be maintained, and gloves worn to handle cash offerings.* 7. ***Restrictions on capacity:*** *30 people*   *max to enter the place of worship. For a service, wedding, funeral, baptism at any one time, maintain 2 metres distances.* ***Continue online services:*** *for services (where individuals are not currently permitted to attend).*   1. ***Those in charge:*** *are to communicate with worshippers/wider community to explain what activity is/isn’t permitted.* 2. ***Social distancing****: to remain at 2 metre distance. Masks to be worn.* 3. ***Equipment used:*** *i.e. microphones, stands, organ, mixer desk, AV system, portable prompts, push pads, keys and any other hard surface which has been touched are to be cleaned before and after use.* 4. ***AV system:*** *to be manned by one person.* | | | | | | | | | | | | 1. *No wind instruments. (only organists). Only Soloist or few singers allowed if distanced. No congregation singing.* 2. *No verbal responses Careful safety for communion.* 3. *To have short services* 4. *No refreshments to be offered.* 5. *No hugs, handshakes, physical contact.* 6. *Cash offerings to be discouraged. To place collection plate at exit point for offerings. or allocation of one person to handle cash and maintain good hand hygiene, or wear gloves.*   *Money left for72 hours before counting.*   1. *30 people maximum for a worship service, wedding, funeral, baptism. To continue use of website and other alternatives of accessing worship services.* 2. *Those in charge to communicate with worshippers to explain what is/is not permitted.* 3. *Social distancing to be maintained and masks worn.* 4. *To clean all equipment after use.* 5. *AV to be manned by one person* | | | **5)**  minister  **6)**  Minister instructs  7)  Minister  8-10)  Minister  Instructs  10a)  Stewards  11)  Minister  12)  Minister instructs  13)  attendees  14)  All users  15)  AV worker | | 5)  6)  7)  8-10)  11)  12)  13)  14)  15) | |
| **Area of Building Assessed: Church Services/Individual Prayers** | | | | | | | | | | | | | | | **Agreed on behalf of Trustees:**  **Risk Assessment passed by:** | | | | | | | | | | | | | |
| **Church services cont:**  **--------**  **Individual Prayer** | | **Risk of infection and contamin-ation through forgetfulness**  **Unconscious close contact**  ***For All attendees***  **Minister** | **2** | | | **2** | | **5** | | 1. ***Cleaning:*** *door handles, light switches, window handles, keys, etc to be cleaned before and after use. Equipment to be cleaned before and after use.*   ***17.Fabric chairs in church:*** *Not to be used for more than 72 hours (Thursday) or cleaned with fabric spray and air dried.*  ***18. No junior church for children.***  **19.*Children to sit on seats and not move,*** *supervised by parent.*  ***20.Pulpit and lectern*** *restrict to single user.*  ***21.No food/drink to be made available****.*  ***22.Members of the same household****: to social distance from other households.*  ***23.Signage:*** *to put in place.*  **24. People to *also avoid touching property****: belonging to others*  ***25. Microphones*** *to be placed on stands to minimise handling. Separate microphones are to be used by the minister,*  *singer(if any) and other leaders.*  ***26. Open windows and doors*** *for ventilation.*  *--------------------------------------------------*  **27. Individual prayer**:  ***for people to pray on their own*** *or communal act. To socially distance from other individuals. Collective or communal prayer is not permitted.*  ***28.Individual prayer to be carried out within social distancing of 2 metres*** *(3 steps). They are not to gather in groups, inside or outside the building. To not touch or kiss devotional or other objects that are handled communally* | | | | | | | | | | | | *16.To carry out high area cleaning before and after use of each room. Equipment cleaned before and after use.*  *17.Leave seats 72 hours or clean after use leaving chairs to air dry.*  *18.No junior church.*  *19.Children to sit on seats and not move*  *20.Ministers, leaders to restrict pulpit and lectern to single use,*  *21.No food or drink to be made available.*  *22.Members from same household to distance from other households.*  *23.Signage to be put in place.*  *24.Individuals to not touch property belonging to others.*  *25.Microphones are not to be shared and are to be placed on stands.*  *26. Ventilate by opening windows and doors.*  *---------------------------------------*  ***Individual Prayer***  *26.To maintain social distancing.*  *No collective/communal prayer.*  *To register for individual prayer use.*  *27.Individual prayer to be carried out with social distancing, not to gather in groups inside or outside the building. Not to touch, kiss devotional or other objects that are handled communally.* | | | 16.  All users  17.  cleaner  Close room off  For 72 hrs  18)  leaders  19)  attendee  20)  Property team  21)  members  22)  attendee  23)  Property team  24)  Attendee  26)  Attendees  27)  attendee | |  | |