

## Covid-19 Risk Assessment

Version 4 Produced by Property Support Team	26 June 2020	Updated link to Safely Using Places of Worship & Added new links for signage Removing Signing in Register & Updated Information Section to include Test and Trace Cleaning section & Risk Assessment has been moved Action Plan moved to separate document Add more links for Further Information
Version 5	30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster
Version 6	6 July 2020	Added link to TMCP guidance on Test and Trace & link for revised Covid-19 Compliance sign
Version 7	13 July 2020	Updated link for CPO
Version 8	3 August 2020	Added reference to activity specific property guidance, updated guidance regarding hand dryers, updated guidance on face masks, added link for how to manage an outbreak, added links to further resources and added blank pages of the risk assessment form,

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#). For further guidance on how to carry out a risk assessment, please refer to the [HSE Guidance on Risk Assessments](#).

<sup>1</sup>Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence.

Please refer to the activity specific guidance found on [www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/](http://www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/) , which will aide in thinking through the risks for each group who uses the building.

## **Social Distancing**

### **Questions to Consider**

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.\*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.\*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.\*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.\*
4. Using screens to create a physical barrier between people.\*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.

3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

### **Cleaning**

Please refer to the [Cleaning Churches during Covid-19 guidance](#) (found under Guide to Re-Opening & Managing Church Buildings) for specific guidance on cleaning regimes.

### **Good Hygiene**

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. **Frequently wipe down hand dryers.** When using paper towels, bins should have liners and should be emptied frequently to safely dispose of waste. Providing hand sanitiser in multiple areas in addition to washing facilities.
4. Providing tissues throughout the building.
5. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
  - a. [NHS Hand-Washing Technique](#)
  - b. [Hand-Washing Technique \(child version\)](#)
  - c. [DoH Wash Your Hands](#)
  - d. [Follow Catch it, Bin it, Kill it](#)
  - e. [Cover Coughs and Sneezes \(child version\)](#)
  - f. [Compliance with Covid-19 Guidance \(revised\)](#)

### **Personal Protective Equipment**

## Face Masks

- From 8 August, it is mandatory to wear a face in indoor public spaces. However, they are not a replacement safe distancing and regular handwashing. Please refer to the [Guide on Face Coverings](#) for more information and a list of those who are exempt.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.
- CPO have offered Methodist Churches a 15% discount on PPE, click [here](#) for more information.

## Information and Guidance

### Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to TMCP's [Guidance on Test and Trace](#) for further information and templates.
2. Be familiar with the government guidance on [Covid-19 Early Outbreak Management](#) that includes instructions on what to do in the event of a confirmed case of Covid-19.
3. Decide what people need to know so they can use the building safely.
4. Decide the best way to pass on information and guidance to those using the building.
5. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
6. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
7. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

## Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

#### Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - [https://www.hse.gov.uk/coronavirus/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=coronavirus&utm\\_content=home-page-banner](https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner)
- General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>
- Special religious services and gatherings Covid-19 Checklist - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England’s Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)
- Covid-19 Early Outbreak Management - <https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>
- Face coverings: when to wear one and how to make your own - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Coronavirus outbreak FAQ's: what you can and can't do - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- Covid-19: Guidance on managing playgrounds and outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Covid-19 guidance for food businesses - <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

## Covid-19 Risk Assessment

<b>Name &amp; Address of Church</b>	<b>Sprowston Methodist Church Cozens Hardy Rd, Norwich, NR7 8AD</b>	<b>Assessment undertaken by volunteers: Senior Steward; Property steward</b>
<b>Area of Building Assessed</b>	Worship area (main church), Vestibule, Entrance, Sheila Kendal prayer room, Joseph Room (side room), side entrance/exit to Church, toilets (Gents, Ladies, Disabled and Ministers) Ministers Office, Hall and Wesley suite	<b>Date of Initial Assessment: 6 August 2020 Date Reviewed: 11 September 2020 Date to be Reviewed: 10 October 2020</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2= Frequently 3= Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Worship / prayer	All	2	3	6	Identify risks and areas of risk, put controls and preventative measures in place to reduce or remove risk: re-organise the building, social distancing, restrict capacity, prevent access to unused areas	<a href="#">Refer to Action plan</a>

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Communion	All taking part	2	3	6	Reviewed 11 <sup>th</sup> September 2020: Communion resumed from 13 <sup>th</sup> September following planning discussion with the incoming minister	Refer to Action Plan
Junior church	Vulnerable adults, children & group leaders	2	3	6	Group is suspended during current COVID restrictions	Review
Treasure Seekers	Vulnerable adults, children & group leaders	2	3	6	Group is suspended during current COVID restrictions	Review
Cleaning	All taking part	2	3	6	Follow government guidance for COVID cleaning and ensure those cleaning are familiar with the requirements.	Refer to Action Plan



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Hygiene	All	3	3	9	Provide instruction, facilities, and easy access to these facilities for good hygiene	Monitoring by Leadership Team / Property Steward
PPE (Personal Protective Equipment)	All	2	3	6	Face coverings and gloves to be used as appropriate	All
Information and Guidance	All	2	3	6	Provide signage and information to ensure best COVID safety.  Ensure the information is current.	Regular review