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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk:** | **Coronavirus entering the premises and potentially infecting users of the building** | | | | | | |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 4 |  |
| Severity | 5 |  | Severity | 3 |  |
| Overall Risk | 35 |  | Overall Risk | 18 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Ask everyone symptomatic not to attend | Y | T N draft document & include personal risk assessment | *Document prepared ready to circulate to congregation by email or post* |
| 1. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel. | Y | ALL | *Include in above document* |
| 1. Verbal symptom checks on entry | Signs | A B will print posters | *Appropriate visual signs can be downloaded.*  *Each entry point to have a steward who dispenses Sanitizer* |
| 1. Ask vulnerable not to attend in person | Y | ALL  *T N*  *EW* | *Provide everyone with the self-assessment form by email or post and expect each person to assess their own risk.*  *Tony will provide this in document and invite people who may be uncertain to contact Emma to discuss their personal situation and help them decide.* |
| 1. Everyone to use hand Sanitizer on entry to the building | Y | ALL  Willing stewards to be identified and briefed.  PPE to be provided | *Sanitizer to be dispensed by stewards and to be available in toilets (70% alcohol in 6-8 pump bottles 500ml + refill from 5 litre)*  *(Alternatively Sanitizer can be on a small table as people enter)* |
| 1. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises | Y | EW – guidance  ST – Decision re ending service & HSE  V N and A B will  organise immediate access to cleaning products & PPE.  Register kept for 21 days . | **Emergency Action Plan Christ Church Ewell :**  **Coronavirus Emergency Action Plan**  Should someone attending the church display symptoms of Coronavirus the following steps will be taken:  1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.  2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible  3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.  4) Consider whether to bring the service to an early conclusion.  5) Consult Health & Safety Executive website as to whether the event should be reported.  <https://www.hse.gov.uk/coronavirus/riddor/>.  *Register of attendance on the premises required to be kept for 21days for track & trace. 2 team members from different households to hold this information.*  *Employ a professional company to decontaminate/ deep clean before premises are used.*  *Leaders details to be given to supply track and trace information to relevant authorities.*  *Group Leaders will keep registers for attendance at Growth Groups.* |
| 1. Undertake the Ellis Whittam’s ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)). |  |  | *Separate document* |
| 1. Display suitable posters to ask people with symptoms not to enter the building (see our [Coronavirus poster library](https://www.baptist.org.uk/coronaposters)) |  | AB | *Print & laminate from website.*  *Indoor display and out door.* |
| 1. Social distancing measures to be maintained where possible, including the arrival and departure of the venue. | Y | AB receive requests for seats and info on household size | ***Worship meetings in Church Hall*** *floor to be tape marked for 2metre between rows* ***People wanting to attend will apply by email or phone by noon on Friday so that chairs can be arranged according to household size on Friday evening.***  *People requesting seats will be notified on Saturday.*  *2 points of entry with a steward for each section who monitors social distancing and prompt departure from premises/site.*  *Each section has access to toilets via front door without entering a different section.*  *Chairs left in planned places.*  *Separate seating plan for* ***hut*** *using brown chairs. Access via side gate not through church building.*  *Cabin not to be used except for storing items not needed in hut.*  ***Worship meetings on Grass area****, - 2 metre distancing observed .Where possible attendees bring their own folding picnic chair. Access via side gate not through church building. External toilet available in emergency (NOT DRINKING WATER)*  ***Worship meetings on Car park*** *– as above and cars must not be brought onto site. Chain in place across vehicle access.* |
| 1. All contractors to complete the ‘Contractor Checklist’ (Appendix 6 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)). |  | TN / MW | *To be actioned by person organising contract work.* |

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| **Risk:** | **Transmission of Coronavirus to an individual direct from infected person** | | | | | | |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 4 |  |
| Severity | 5 |  | Severity | 3 |  |
| Overall Risk | 35 |  | Overall Risk | 18 |  |

| **Control Measures** | | | | **Control in place (Y/N)** | | **Person Responsible** | **Comments** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Suitable social distancing policy in place (2m or “1m plus mitigations”) | | | | Y | | ALL | *Max capacity in church for Sunday worship 35*  *Max capacity in hut for Growth Group meeting 16*  *Max capacity on grass for Sunday Worship 35*  *Max capacity on grass for Growth Group 20*  *Max capacity on carpark 35 (limited use due to traffic noise)*  *Capacity will vary and may be less depending on household sizes.* | | | | |
| 1. No physical contact between persons from different households/bubbles | | | | Y | |  | *Reminder posters. Parents must supervise their children. Seating plan based on households.* | | | | |
| 1. All attendees required to wear a face covering? | | | | Y | | ALL  EW | ***CHECK CURRENT GOVERNMENT GUIDANCE -see Amendments Page 13***  *Attendees will be asked to wear face masks during entering and leaving their allocated seat. (People who cannot wear masks should contact Emma to help them evaluate their personal circumstances and risks. Young children are not currently required to wear masks. (under 11yrs)*  *Speakers will be at least 2 metres from nearest person in congregation*  *NOTE microphones must not be handled by separate speakers.* | | | | |
| 1. One-way system of flow through building to avoid pinch points | | | | Y | | ALL  Stewards | *Try to arrive between 10.20 and 10.25 observing 2m social distance between households. (If weather is bad you can wait in your car until entry is available)*  *Divide into 2 groups and use 2 separate entrances to avoid pinch points*  *2 meter guidance tape. You will be told which door to use for your allocated seating.*  *One group exit using main doors and other group use single door*  *Regular review and adaptation as required.* | | | | |
| 1. Areas marked out of bounds where appropriate | | | |  | | Person completing pre event check list. | *Signs on doors but emergency exits must be unlocked and available* | | | | |
| 1. Seating arrangements adapted for social distancing | | | | Y | | 2 leaders  Group leader | *Number of places in each space agreed.*  *Reminder posters for 2 metre distance.*  ***Church hall Sunday worship*** *- Pre booking plan by midday Friday. Seating set up by 2 people on Friday evening.*  ***Outdoors*** *people encouraged to bring their own chair or collect and return a brown chair from the hut.*  *Group worship on grass or in hut monitored by group leader* | | | | |
| 1. Capacity monitored and entry stopped when capacity reached | | | | Y | | Stewards | ***Pre booking*** *before services to allocate available spaces. By midday Friday. Seating set up on Friday evening for Sunday service so that seating can be adapted for household size and section & seat numbers allocated.* | | | | |
| 1. No singing during services | | | | Y | | ALL | *Opportunity to explore fresh ideas for worship.*  *Psalms, meditation, use of hands?* | | | | |
| 1. Signage in place to remind people of safe practices | | | | Y | | AB | *Yes* | | | | |
| 1. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities. | | | | Y | |  | *Wheel chair access, rollator access and use of hearing aid system to be taken into account. Check needs when places are booked.* | | | | |
| 1. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building. | | | | Y | | Stewards  ALL | *Included in information letter to worshippers*  *Reminder posters and at each event. Stewards to monitor and remind if necessary.*  *(Stewards need to be allocated for each meeting)* | | | | |
| 1. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. | | | | Y | | EW | *Self assessment form as basis of discussion. Emma can be contacted to help people make appropriate decisions*  *On line access and DVDs for those with no internet access.*  *Leadership Team need to assess the online worship vesus use of premises so that everyone can be, and feels involved in the corporate worship.* | | | | |
| **Risk:** | **Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)** | | | | | | | | | |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners | | | | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | | **Risk Rating after control measures** | | | Likelihood | 4 |  |
| Severity | 5 |  | | Severity | 2 |  |
| Overall Risk | 35 |  | | Overall Risk | 12 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature) | Y | Person completing pre event check list. | *Ventilation is readily available by opening windows on 3 sides of church. 4th side can be ventilated via hatch and kitchen windows.*  *Heating AND ventilation in cold weather will be extremely difficult. People attending will need to dress accordingly.* |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate Sanitizer spray. | Y | VN & AB + | *Agree list of areas for services and areas for routine cleaning. Check list for before services and check list for after services needed. Combine lists for cleaning/ and unlocking & opening doors & windows / and locking after event* |
| 1. No passing of collection plate/bag and collection not counted for 72 hours after service. | Y | V N | *Collection in service is not our custom. Community largely donate by standing order.*  *Cheques for other donations to be payable to ‘Christ Church Ewell’ & posted to Val Neal for banking. (Cash should be avoided and must be isolated before handling)* |
| 1. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand Sanitizer. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc. | Y | Supplies VN  Notices AB | *Hand towels are current arrangement*  *Need notices re 1 person or child & parent*  *Or person and carer if needed.* |
| 1. Building not used again for 72 hours or building thoroughly deep cleaned between uses | Y | T N include this in letter to people &  notify Urban Saints key holders | *Time cleaning 72 hour after use and 72 hours before next use.*  *Self clean with volunteers or employ company if needed.*  ***Requires all key holders to not enter the premises without the express permission of a member of the Leadership Team*** |
| 1. No serving of food and drink items prior to, during or after the service. | Y | Service Leaders | *Agreed. Communion will be included in on line services in households and will require a new assessment before being part of services on church premises* |
| 1. No distribution of bibles or other books – attendees asked to bring their own and take them away with them. | Y |  | *Remove as many objects as possible from areas to be used.*  *People take personal items away when they leave.* |
| 1. Microphones and other equipment kept to a single individual | Y | Audio desk | *Use separate lapel mikes. Avoid multiple people touching microphones* |
| 1. Undertake the ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) and Cleaning Checklist (Appendix 3 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) |  |  | *Agree* |
| 1. Keep Register of attendees | Y | Val N.  Ann B.  G Group leaders | *2 people from team (different households) to share this responsibility.*  *Growth Group Leaders will keep registers of any physical meetings of Growth Groups* |
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| **Risk:** | **Transmission of Coronavirus to an individual via toilet facilities** | | | | | | |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 4 |  |
| Severity | 5 |  | Severity | 2 |  |
| Overall Risk | 35 |  | Overall Risk | 12 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate Sanitizer spray. | Y | VN &AB + | *Use product that both cleans and sanitises for regular cleaning. Blue paper roll instead of cloths* |
| 1. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand Sanitizer. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc. | Y | VN &AB + | *Paper towels normal provision.* |
| 1. Undertake the ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) and Cleaning Checklist (Appendix 3 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) |  | Stewards | *Specific role to be allocated to someone per event* |
| 1. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. | Y |  | *Notices - 1 adult or child & adult or adult & carer* |
| 1. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections. | Y | VN &AB + | *Toilet areas cleaned and bin liners changed after each use of building* |
| 1. Ask people to spray clean toilet after use | Y | ALL | *Provide Sanitizer and cleaner (children under 11 must always be supervised by parent)*  *Disabled access toilet may require assistance from carer.* |
| 1. Children under 11 to be accompanied to the toilet | Y | Families | *Notices & advice to parents (necessary cleaning & sanitizer products available in toilets – possible hazard to young children)* |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual via contaminated waste** | | | | | | |
| **Persons at risk** | Cleaners and anyone else handling waste | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 4 |  |
| Severity | 5 |  | Severity | 2 |  |
| Overall Risk | 35 |  | Overall Risk | 12 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Everyone asked to take waste home with them if possible | Y | TN | *Part of agreement in written document to those who want to attend.* |
| 1. All waste to be assumed contaminated and handled appropriately | Y | VN &AB | *Disposable gloves.*  *White bin liners in bins Black sacks for removing waste from site.* |
| 1. Anyone handling waste to be trained in suitable working practices | Y |  | *Especially in regard to cleaning* |
| 1. All waste handled with suitable PPE (see cleaning guidance for details). | Y | VN &AB | *Disposable gloves medium and large / plastic aprons / disposable face coverings / eye shields*  *to be readily available* |
| 1. All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste. | Y | VN & AB+ | *Remove council bins from use as they are too large and have a standard bin with bin liners available.*  *Bags to be double wrapped into a black bin liner and removed from site and disposed of after 72 hours.* |
| 1. Lidded bins operated by foot-pedal to be provided | Y |  | *3 in place 1 on order* |
| 1. Keep records of who has carried out cleaning and the tasks completed | Y | VN & AB + | *Check lists to be signed dated and filed* |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual via working in the church building** | | | | | | |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners | | | | | | |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 4 |  |
| Severity | 5 |  | Severity | 3 |  |
| Overall Risk | 35 |  | Overall Risk | 12 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Use remote working tools to avoid in-person meetings. | Y |  | *No church office, Pastor & Leaders work from home.*  *Meetings mostly on Zoom* |
| 1. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout. | Y |  | *Agree* |
| 1. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects. | Y |  | *Agree* |
| 1. Provide hand Sanitizer in rooms used for meetings. | Y |  | *Agree* |
| 1. Hold meetings outdoors or in well-ventilated rooms whenever possible. | Y |  | *Agree or via Zoom* |
| 1. For areas where regular meetings take place, use floor signage to help people maintain social distancing. | Y |  | *Agree* |
| 1. Implement cleaning procedures for goods and items entering the premises. | Y |  | *Cleaning materials & Sanitizer always available for use. Items brought in as part of a service to be touched by only 1 person* |
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| **Risk:** | **ANY AREAS NOT COVERED AND REVISIONS DUE TO GOVERNMENT POLICY CHANGES** | | | | | | |
| **Persons at risk** |  | | | | | | |
| **Risk Rating before control measures** | Likelihood |  |  | **Risk Rating after control measures** | Likelihood |  |  |
| Severity |  |  | Severity |  |  |
| Overall Risk |  |  | Overall Risk |  |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Government Requirement (31/7/20) for face masks to be worn in places of worship from 8/8/20 until ?? | Y | ALL | *Stock of single use masks available. Clear screen for speakers who may remove their masks. Use of microphones to allow normal speech levels.* |
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**Risk Assessment Matrix**

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood / Probability** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 5. Likely to occur at least once in any 12 month period |  | LIKELIHOOD / PROBABILITY | 5 | 7 | 14 | 21 | 28 | 35 |
| 4. Likely to occur at least once in a 3 year period |  | 4 | 6 | 12 | 18 | 24 | 30 |
| 3. Likely to occur at least once in a 10 year period |  | 3 | 5 | 10 | 15 | 20 | 25 |
| 2. Likely to occur at least once in a 50 year period |  | 2 | 4 | 8 | 12 | 16 | 20 |
| 1. Unlikely in a 50 year period |  | 1 | 3 | 6 | 9 | 12 | 15 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity / Signficance / Consequence** |  | SEVERITY / SIGNIFICANCE / CONSEQUENCE | | | | |
| 5. Expected to result in church closure or significant harm to multiple individuals, death of an individual |  | Score = (Severity x Likelihood) + (2 x Severity)  (this formula places additional emphasis on high severity issues) | | | | | | |
| 4. Material threat to continued existence of church, or significant harm to single individual |  | **Summary** | | **Suggested Timeframe for Action** | | | | |
| 3. Substantial adaptation required to ongoing operations |  | 20+ | High | Immediate / within days | | | | |
| 2.. Minor adaptation required to ongoing operations |  | 15-19 | Medium | Within weeks | | | | |
| 1. Inconvenience to ongoing operations |  | 1-15 | Low | Whenever viable to do so | | | | |