



Reducing Deaths and Suffering from Tropical Diseases

Coronavirus Risk Assessment for Church Service Re-opening

Christ Church Haywards Heath

Conducted: 5th July 2020

Method of Assessment:

A two hour on-site visit was conducted at Christ Church, New England Road, Haywards Heath, RH16 3LE, including a joint inspection of the facility, examination and discussion of “return to meeting together” precautions agreed by the CCHH task force (2nd July 2020), enhanced provisions, staff/volunteer training, and awareness and behaviour change measures for all Church attendees, being put into place prior to the first return to meeting together following the Coronavirus pandemic. This risk assessment is for the Sunday meetings. We will also invite people to attend the morning service to attend an evening service provided that they all adhere to the same hygiene and social distancing measures and sit on precisely the same seats that their households used in the morning meeting. This will avoid the necessity for deep cleaning between these two meetings.

Present:

Graham Nicholls (GN) (CCHH Elder/Trustee),
Katie Holloway (KH) (CCHH Administrator),
Steve Mills (SM) (Task Force for return to meeting together, Trustee CCHH) and
Richard Allan (RA) (Task Force for return to meeting together,

Assessment Template: Baptists Together (Ellis Whittam Ltd - Health and safety)

Director of The MENTOR Initiative
Richard Allan

*MENTOR saves lives in emergencies through tropical disease control and then stays to help people recover from crisis with dignity—
working side by side with communities, health workers and health authorities to leave a lasting impact.*

*Head Quarters (Registered Address): 4th Floor (South Suite), Burns House, Harland Road, Haywards Heath, RH16 1PG
Registered in England - Not for Profit Organisation N° 5126149*

Notes

1. This risk assessment is based on a template provided by The Baptist Union of Great Britain, working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises and [government guidance and regulations relating to churches re-opening](#).
1. Fire and Evacuation Policy: The Trustees do not consider the Fire and Evacuation policy to be changed by implementing “Covid-19 secure” procedures. Some fire doors will be kept open during our meeting time but we do not believe this materially changes the risk of fire spreading to the main hall as threat to life and in fact if marginally reduces the risk of delay or injury if an evacuation needs to take place
2. We will review this risk assessment on a monthly basis and Graham Nicholls is the Elder/Trustee responsible for keeping up to date with the [government guidance](#) for churches and updating our procedures accordingly

Date of issue: 2 July 2020

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.

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.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence

RISK / PRIORITY INDICATOR MATRIX						
LIKE LIHO OD / PRO BABI LITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
		SEVERITY / SIGNIFICANCE / CONSEQUENCE				

5. Expected to result in church closure or significant harm to multiple individuals, death of an individual

4. Material threat to continued existence of church, or significant harm to single individual

3. Substantial adaptation required to ongoing operations

2.. Minor adaptation required to ongoing operations

1. Inconvenience to ongoing operations

Score = Severity x Likelihood + 2 x Severity
(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

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	
	Severity	5	
	Overall Risk	35	
Risk Rating after control measures	Likelihood	5	
	Severity	2	
	Overall Risk	14	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	KH	Prior to first church service
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	KH	Prior to first church service
3. Verbal symptom checks on entry	Y	Stewards GN	Training planned for 9 th July 2020 by GN
4. Ask vulnerable not to attend in person	Y	KH	Advance information to be provided to church members will specify definition of vulnerability
5. Everyone to wear face coverings in accordance with Government guidance and to use hand sanitiser on entry to the building	Y	Stewards and church attendees	Advance information to be provided to church members specifying required hygiene and distancing behaviour
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	GN and Mark Ventham (MV)	Discretion will be used for congregation members displaying coughing symptoms on site, and suspected cases will be asked to leave, return home and follow government guidelines.

7. Temperature/symptom checks on entry	Y	Stewards GN	Checks will be limited to asking entrants to declare if they have experienced fever, persistent dry cough or loss of taste/smell in the last 7 days.
8. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	RA/GN	Conducted on the 5 th July by RA and GN, and will be reconducted weekly by GN prior to the Sunday service
9. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	KH	KH will print posters with simple word messages to be displayed on entrance doors and externally.
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Stewards GN	Stewards will be trained and deployed to manage people at key stages to maintain 2 mt social distancing: <ul style="list-style-type: none"> 1. queueing in the road to enter the Church 2. in the reception area to check symptoms, welcome and advice on seating arrangements 3. in the main meeting room, to ensure that people sit in correct areas (order: front to back) 4. in the main meeting room to ensure that households allow 4 empty seats in their rows between them and the next person not from their household. 5. people exit the building via the side emergency doors (except for anyone in a wheel chair, who will be guided to leave by the main entrance ramp)

Control Measures	Control in place (Y/N)	Person Responsible	Comments
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11. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	NA		Not applicable currently
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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	5	
	Severity	5			Severity	2	
	Overall Risk	35			Overall Risk	14	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Stewards GN KH	Stewards will be trained to manage church attendees to maintain 2 mt social distancing when queueing in and out of the building, and where seated. KH will notify church members of 2 mt social distancing requirements as part of the churches advance notices prior to meeting together, and via posters on church walls.
2. No physical contact between persons from different households/bubbles	Y	KH Stewards GN	Stewards will be trained to manage church attendees to maintain 2 mt social distancing from other households, when queueing in and out of the building, and where seated. KH will notify church members of 2 mt social distancing requirements as part of the churches advance notices prior to meeting together, and via posters on church walls.
3. All attendees required to wear a face covering	Y	Stewards GN	In accordance with Government guidelines released 7 Aug 2020, face coverings over the nose and mouth are required in places of worship from 8 Aug 2020.

			Attendees are encouraged to bring their own face covering but a supply of extras will be provided for anyone who does not have one. Children under the age of 11 and people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability are exempt from this requirement. Exemptions also include employees (or a person acting on their behalf) such as someone leading a prayer or service.
4. One-way system of flow through building to avoid pinch points	Y	Stewards GN/MV KH	An effective one-way system will be in place with all church participants entering the church via the main entrance. Once the service ends (and for any having to leave prior to the end), with the exception of any handicapped people in wheel chairs, all church participants will exit via the emergency exit at the front end of the meeting room, in sequence as instructed by the elder in charge.
5. Areas marked out of bounds where appropriate	Y	KH	Areas that are out of bounds, will be locked and will have printed label on the door "out of bounds" to deter people from making unnecessary contact with the door.
6. Seating arrangements adapted for social distancing	Y	Stewards GN	Seats will be arranged in traditional rows on either side of a single central access way. Distance between the rows will be 2 mts. The first row will be 3 mts from the speaker platform. Signs will be visible for all, giving clear instruction to leave 4 empty seats between household/bubble, to allow for 2 mt social distancing on each row.

7. Capacity monitored and entry stopped when capacity reached	Y	Stewards GN	A booking system will control the number of invited participants each week. Stewards will operate a corresponding check list for entrants, and will politely ask anyone who arrives but who is not pre-booked, to return home and join the service on line.
8. No singing during services	Y	GN/MV	All singing/music will be pre-recorded for the first phase of the return to meeting together, until gov. regulations permit congregational singing.
9. Signage in place to remind people of safe practices	Y	KH	Signage will be placed externally, on doors, meeting room walls, and toilets and other rooms, to guide people in required behaviour practices.
10. 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	Stewards GN	Any disabled people (but without underlying health conditions) attending the Church, will be guided to exit via the main entrance, as the doorway has minimal height difference with outside tarmac.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	KH Stewards GN	KH will issue advance notice to church members as part of the general guidance that will be issued to all church members prior to meeting together.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	GN	Provision for on line services will continue to be made for all church members and others unable to attend in person, due to their vulnerabilities.
13. Limiting the interaction and conversations between people	Y	GN	The social distancing and seating arrangements that meant at most two or three households could interact (in answer to your final question, we are only allowing people who are in a household bubble together to sit together without the distance.

			<p>Not allowing any groups of households to congregate and start conversations by moving people in to be seated at the start and out the exit at the end</p> <p>Limiting the meeting time to around an hour</p> <p>Most of the time people listening to something from the front and couldn't talk</p>
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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	
	Severity	5	
	Overall Risk	35	
Risk Rating after control measures	Likelihood	4	
	Severity	1	
	Overall Risk	7	

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	Stewards GN	All doors that are in common use, except for individual toilet unit doors, will be jammed open for the period in which people are entering and exiting the building. Rooms used for children and the toilet corridor will similar jam open entrance doors where ever feasible for the period of usage.

2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Stewards GN	Stewards will regularly spray door push plates and other surface contact points with bleach-based disinfectant and wipe with towel roll, during the entrance and exit phases of the church meeting.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	GN	The offering box will be tapped up or removed. All offerings will be managed on line by bank transfer.
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Stewards GN KH	Toilets will be cleaned prior to the day on which the church meets together, and the toilets will not be used after last cleaning, until the Sunday service. Stewards will check that all toilets are equipped/maintained with bleach based spray and kitchen roll/paper towels, toilet roll and soap.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	GN	The meeting hall will not be used for at least 72 hours following the Sunday morning service. Reception areas will be well cleaned after the service as the reception area will be used on the Monday.
6. No serving of food and drink items prior to, during or after the service.	Y	GN	The kitchen will remain locked and no kitchen services for drinks or food will be provided, to avoid shared contact on cups, plates or other items.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	GN KH	No books or service sheets will be provided on site. All songs and text will be displayed on a screen only. However, advance notice will be provided of hymns and invitees who require large print will be encouraged to print their own copies at home. All attendees will be encouraged to bring their own bibles.
8. Microphones and other equipment kept to a single individual	Y	GN/MV	Established practice will continue.



9. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	GN	GN will conduct the pre event checks prior to each Sunday. The first event check list has been conducted by RA with those present for the risk assessment.
10. Keep Register of attendees	Y	Stewards GN	Invitees will include only members and possibly visitors to their household, for whom they will be responsible for registering their addresses. Members addresses and contact details are held by the Church. All attendees permitted entrance will be recorded against a pre-printed invitees list held by the stewards in the reception.

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	
	Severity	5	
	Overall Risk	35	
Risk Rating after control measures	Likelihood	5	
	Severity	1	
	Overall Risk	7	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	USERS Cleaners	Users will be instructed by posters on the toilet walls/doors, and advance information, to spray toilet flush controls, taps, door handles and any other surfaces they may have contacted, prior to exiting the toilet unit.
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Cleaners Margaret Phipps (MP)	Toilets will be cleaned prior to the Sunday usage, and checked and equipped with bleach based spray, kitchen towel, toilet roll, soap, and an open bucket/bin, in adequate quantities.
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	GN	GN will undertake the standard check lists prior to meeting together.

<p>4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p>	<p>Y</p>	<p>KH</p>	<p>KH will include, as part of general advance guidance notes for attendees, the required behaviour and practice for all attendees using toilets, or responsible for children using the toilets. KH will also ensure that simple posters instructing users on required behaviour, are posted inside the toilet units on walls/doors. Users will be instructed by posters on the toilet walls/doors, and advance information, to spray toilet flush controls, taps, door handles and any other surfaces they may have contacted, prior to exiting the toilet unit.</p>
<p>5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.</p>	<p>Y</p>	<p>KH / MP Cleaners</p>	<p>Open, easy clean plastic buckets will be placed in each toilet, and beside all building entrances, together with spray bleach-based disinfectants and kitchen rolls. Bins will be emptied after the services, and sealed in strong bin liners, before disposal into bins for collection.</p>
<p>6. Ask people to spray clean toilet after use</p>	<p>Y</p>	<p>KH</p>	<p>KH will include, as part of general advance guidance notes for attendees, the required behaviour and practice for all attendees using toilets, or responsible for children using the toilets. KH will also ensure that simple posters instructing users on required behaviour, are posted inside the toilet units on walls/doors. Users will be instructed by posters on the toilet walls/doors, and advance information, to spray toilet flush controls, taps, door handles and any other surfaces they may have contacted, prior to exiting the toilet unit.</p>
<p>7. Children under 11 to be accompanied to the toilet</p>	<p>y</p>	<p>USERS</p>	<p>KH will include instruction for parents in the advance notice to church members.</p>



Christ Church
HAYWARDS HEATH

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	10	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	KH Stewards GN	KH will include instruction to all Church members that any food or drink items/wrappings/containers brought into the building must be taken home by them for disposal.
2. All waste to be assumed contaminated and handled appropriately	Y	Cleaners	All waste in bins will be emptied into strong bin bags, sealed and placed the appropriate external bins, by cleaners.
3. Anyone handling waste to be trained in suitable working practices	Y	GN/MP	Training of cleaners to be conducted on Friday prior to the first meeting together.
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	CM/MP/KH	Cleaners will be provided with disposable gloves and face masks for cleaning toilets and handling waste,
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	Cleaners	Strong bin liners will be used for double bagging the contents of all bucket bins, after every service.

6. Lidded bins operated by foot-pedal to be provided	N	MP/KH/GN	Open plastic bucket bins will be used throughout, as these are easy to clean, and avoid human contact. Waste once deposited into the bin is not considered hazardous to users building, as it cannot aerosolise itself. Cleaners handling the bucket bins will have PPE and empty these into double bin bags, which will be tied closed. Bins will then be spray bleached for disinfection.
7. Keep Register of attendees	Y	Stewards GN	On line booking will restrict attendees to invitees only. Onsite registration of attendees will be made by stewards against a pre printed invitee list.

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	2
	Overall Risk	35			Overall Risk	10

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	GN	Where possible, staff work from home.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	CM/MV	Attendance at meetings will be by advance invitation only, confirmed by a booking system and an on-site registration check. Numbers will be limited to the new layout of seating in the meeting room, that will be designed each week according to the constructs of the invitees, within a maximum seating arrangement that assures 2m social distancing at all times.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	KH/CM/Stewards	Invitees will receive prior guidance re bringing their own items for their sole use.
4. Provide hand sanitiser in rooms used for meetings.	Y	GN/KH	Hand sanitizer units will be available at all entrance points to the building / reception/ meeting hall. Together with bleach-based spray and kitchen rolls for regular cleaning of door plates/handles/surfaces.

1. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Stewards GN	Meetings will be held in the main meeting room, with doors jammed open (normally) and with all windows open for maximum ventilation whenever possible
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	KH/GN	2m floor signage will be installed onto the external surfaces for entrance and exiting the building. Internal distancing will be steward managed by sequential entry of households/bubbles.
7. Implement cleaning procedures for goods and items entering the premises.	Y	Stewards	All people entering the building will be required to follow clear guidance on hand washing/disinfecting, and other good hygiene practices, as well as respecting 2m social distancing with other households/bubbles, at all times.

Risk:		Transmission of Coronavirus to an individual taking communion				
Persons at risk		Ministers, leaders, members, attendees,				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	?
	Severity	5			Severity	?
	Overall Risk	35			Overall Risk	?

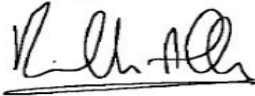
Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. People to wash hands with sanitiser upon entry to building	Y	Stewards	As part of entry people will wash hands
2. People to bring their own bread and wine and not share with anyone outside of their household.	Y	KH/MV	Encourage through emails, notices
3. Limited bread and wine available for those who forget	Y	Stewards	Prepared by one individual following strict health and safety. Only the person who then will eat and drink of that will then touch the bread and the wine
4. Leader will lead communion service but not distribute bread and wine and maintain 3m distance from front row	Y	MV/GN	leader will bring own bread and wine and arrange for plate and cup which they will collect from kitchen
5. People to remain seated throughout service	Y	GN/MV	People encourage by leader to remain seated throughout.
6. There will be no said prayers or congregation participation it will be all be led from the front	Y	GN/MV	Only the leader to speak throughout the service.



7. All cups and plates to be disposed of, those from the front washed by the leader	Y	Stewards/ GN/MV	Disposed of at home and cleaning of plate and cup used by leader on site
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Review/Revision Record

Date of Review	Confirmed by	Comments
5 th July 2020	Richard Allan	

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date



Christ Church
HAYWARDS HEATH

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