



COVID Risk Assessment for Christ Church Haywards Heath (CCHH) @ Warden Park Primary Academy (WPPA)

Method of Assessment:

These precautions have been agreed by the designated CCHH Trustee - January 2021. The enhanced provisions, staff/volunteer training, and awareness and behaviour change measures for all Church attendees have been put into place prior to the first return to meeting together at WPPA in 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.

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](#).
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: 25 Jan 2021

Risk:	Coronavirus entering the premises and potentially infecting users of the building
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Isaac Bannister (IB)	Advance information to be provided to church members
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	IB	Advance information to be provided to church members
3. Verbal symptom checks on entry	Y	Stewards	Training given July 2020
4. Ask vulnerable not to attend in person	Y	Elders and IB	Advance information provided to church members specifies 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 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. Symptom checks on entry	Y	Stewards	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 'Pre-Event Checklist' (Appendix 1).	Y	IB/GN	Will be conducted weekly by GN or IB prior to the Sunday service

<p>9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.</p>	<p>Y</p>	<p>Stewards GN IB</p>	<p>Stewards will be trained and deployed to manage people at key stages to maintain 1.5-2m social distancing:</p> <ol style="list-style-type: none"> 1. queueing in the front car park to enter the building 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 4. in the main meeting room to ensure that households allow at least 2 empty seats in their rows between them and the next person not from their household. 5. people exiting the building via the back door (morning) and front door (evening)
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Risk:	Transmission of Coronavirus to an individual direct from infected person
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners

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 IB	Stewards will be trained to manage church attendees to maintain 2m social distancing when queueing in and out of the building, and 1-2m where seated. IB will notify church members of social distancing requirements as part of the churches advance notices prior to meeting together.
2. No physical contact between persons from different households/bubbles	Y	IB Stewards GN	Stewards will be trained to manage church attendees to maintain 2m social distancing from other households, when queueing in and out of the building, and 1-2m where seated. IB will notify church members of social distancing requirements as part of the churches advance notices prior to meeting together.
3. All attendees required to wear a face covering	Y	Stewards	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 attendees entering the building via the main entrance. Once the service ends (and for any having to leave prior to the end), all church participants will exit via the back door, in sequence as instructed by a steward. In the evening meetings, church attendees will exit through the front door, but exiting will be further spaced by the steward in charge.
5. Areas marked out of bounds where appropriate	Y	Simon Howard (SH)	Areas that are out of bounds, will be locked and will have a 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	SH	Seats will be arranged in traditional rows on either side of a single central access way. Chairs will be in rows, with a 2m distance between each row, and attendees not sitting closer than 1.5m to attendees next to them from another household. (2 chairs gap) The first row will be 3m from the speaker platform.
7. Capacity monitored and entry stopped when capacity reached	Y	IB	A booking system will control the number of invited participants each week. Stewards will operate a corresponding checklist 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 until gov. regulations permit congregational singing.

9. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	IB Stewards GN/MV	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.
10. 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 online services will continue to be made for all church members and others unable to attend in person, due to their vulnerabilities.
11. Limiting the interaction and conversations between people	Y	Stewards GN/MV	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 Limiting the meeting time to approx. 1 hour

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners

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	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 will similarly jam open entrance doors wherever feasible for the period of usage.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Stewards	Stewards will regularly wipe door push plates and other surface contact points with disinfectant, during the entrance and exit phases of the church meeting.
3. No passing of collection plate/bag.	Y	GN SH	The offering box will not be available
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	Toilets will be cleaned prior to the day on which the church meets together (Friday) , and will be cleaned again by any further users until the Sunday service. Stewards will check that all toilets are equipped/maintained with disinfectant wipes, toilet roll and soap. A designated CCHH cleaner will disinfect the toilets following the morning and services.
5. 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.

6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	GN IB	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.
7. Microphones and other equipment kept to a single individual.	Y	GN/MV	Established practice will continue.
8. Undertake the 'Pre-Event Checklist' (Appendix 1) and 'Cleaning Checklist' (Appendix 2)	Y	GN IB	GN or IB will conduct the pre and post checks prior to each Sunday service.
9. Keep Register of attendees	Y	Stewards IB	Invitees will include members, regular congregation and some visitors, 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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant wipes.	Y	Users Cleaners	Users will be instructed by posters on the toilet walls/doors, and advance information, to wipe 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 Stewards	Toilets will be cleaned prior to the Sunday usage, and checked and equipped with disinfectant wipes, toilet roll, soap, and a bin, in adequate quantities.
3. Undertake the 'Pre-Event Checklist' (Appendix 1) and 'Cleaning Checklist' (Appendix 2)	Y	IB GN	IB or GN will undertake the standard check lists prior to meeting together.
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	IB SH	IB 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. SH will 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 wipe toilet flush controls, taps, door handles and any other surfaces they may have contacted, prior to exiting the toilet unit.

5. Children under 11 to be accompanied to the toilet	y	Users	IB will include instruction for parents in the advance notice to church members.
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Risk:	Transmission of Coronavirus to an individual via contaminated waste
Persons at risk	Cleaners and anyone else handling waste

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take personal waste home with them if possible	Y	IB Stewards	IB 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. If any church attendees leave waste behind, a steward will dispose of it using appropriate PPE (gloves, mask).
2. Any waste left in bins on site will not be handled by CCHH	Y	GN	Waste once deposited into the bin is not considered hazardous to building users, as it cannot aerosolise itself. WPPA cleaners to dispose of building waste as per their usual procedures M-F.

Risk:	Transmission of Coronavirus to an individual taking communion
Persons at risk	Ministers, leaders, members, attendees

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 sanitise hands
2. People bring their own bread and wine and not share with anyone outside of their household.	Y	IB	Encourage through emails, notices
3. Limited bread and wine available for those who forget	Y	Stewards	Prepared in single portions 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 CCCH kit
5. People to remain seated throughout service	Y	GN/MV	People encouraged the leader to remain seated throughout.
6. 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

Review/Revision Record

Date of Review	Confirmed by	Comments
25 January 2021	Margaret Phipps	
25 January 2021	Designated CHHH Trustee - Graham Nicholls	

Pre-event checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event starting and should be fully communicated to all team members.

Leader name: Event name: Event date:/...../.....

Item	Y or N	Comments
Has the latest government guidance been checked and followed?		
Have any members of the team reported any symptoms of COVID-19?		
Is there adequate hand soap, paper towels and running water in place?		
Has hand washing facility or sanitiser been provided in all locations needed		
Are bins available for disposal of any rubbish?		
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place		
Are team members briefed on agreed procedures for arrivals, departures and emergencies?		
Have chairs been laid out in line with social distancing requirements?		

Procedures in place to record names and contact details of attendees		
Building ventilation set in line with recommendations to maximise air flow		
Is there any other information to consider?		
<p>After carrying out the above checks, please sign below and return to the Church Manager.</p> <p><i>I have carried out the above checks and found the site to be following the current government guidelines and the event Risk Assessment.</i></p>		
<p>Leader signature: _____ Date: _____</p>		

Cleaning Checklist - CCHH @ WPPA

Summary

- Leaders of your group will be required to clean/disinfect the rooms that were accessed during your session.
- All touched surfaces must be wiped with Clinell detergent and disinfecting wipes. Think **'one site, one wipe, one direction'**.
- CCHH kit to be reused weekly from group's boxes will be isolated until the following Sunday as per the usual procedure. Therefore, our items do not need to be individually disinfected after use on Sunday.
- CCHH plastic boxes passed from individuals or accessed by multiple people will need to be wiped before and after use by each person accessing the box.
- CCHH designated cleaners are required to wipe the children's toilet sinks, toilets, door handles, and soap & towel dispensers with Clinell wipes after the session.
- Adult toilets will be disinfected by each user using Clinell wipes provided by CCHH.
- Designated CCHH cleaners must also wipe down the 2 adult toilets (WPPA staff toilets). Using the CCHH Clinell disinfectant wipes, wipe the toilet, sink, door handles, light switches, soap dispensers, and towel dispensers following the morning and evening service.
- Any supplies in the WPPA classrooms should not be used or touched by CCHH children or leaders. Tables and chairs should be the only items handled in the classrooms.

- Aerialiser gun should be used to ‘mist’ the classrooms to ensure all items and surfaces are safe from accidental contamination by CCHH users.
- Folding chairs in the hall do not need to be wiped as they will be isolated on the racks in the main hall and not used by WPPA regularly.

Cleaning checklist

- **All surfaces disinfected with wipes**

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|-----------------------|--------------------------------|------------------|
| o Tables (classrooms) | o Door handles and push plates | o Window handles |
| o Chairs (classrooms) | o Light switches | |

- **Toilets disinfected with wipes**

- | | | |
|---------------------|--------------------|---|
| o Toilets | o Soap dispensers | o Door handle and push plates,
both side |
| o Flush handles | o Towel dispensers | |
| o Sinks and handles | o Light switches | |

- **Classrooms aerialised with “mister gun”**

- **‘Wipe out’ of building**

- o Use Clinell wipe for door handles, light switches, and alarm system