

COVID Risk Assessment for Christ Church Haywards Heath Sunday Meetings at Warden Park Primary Academy (WPPA)

Notes:

1. Specific risk assessments for Covid are no longer legally required but Covid-19 is a significant risk factor that we are responsible to assess separately
2. The risk assessment is based on the latest government guidance [here](#)
3. We have judged the risk of ending social distancing and mask wearing and allowing singing is acceptable for our congregation for the following reasons:
 - The government has judged that the more serious risks of hospitalisation and death from Covid have reduced so that they no longer need to legally require a ban on singing, and mandating mask wearing and social distancing in Church services. The decision on whether these restrictions should continue is now left to individual Church leaders, based on their risk assessments.
 - In the press briefings the government has an expectation that masks would continue to be worn in "enclosed crowded places like public transport where you come into contact with people you don't normally meet". The Government and many science experts have made clear that they strongly advise the public to be cautious in the exercise of the increased liberties afforded by the legal removal of restrictions.
 - Case rates are rising in our community. However, the risk that a highly infectious person will attend our meeting and infect another person is reduced by mitigating steps that will remain in place namely
 - a. Continued emphasis from leaders and in communications of the importance of ensuring that a person doesn't attend if they have any symptoms that are associated with Covid 19 infection or believe they may have been in prolonged close contact with someone who has been confirmed as having Covid 19 within the last 5 days.
 - b. Continued confirmation of this by stewards for each person entering the building

- c. We will aim to continue provision for children of school age which runs concurrent with the main meeting, in a different location, so there will be relatively few children in the main meeting hall. On balance we believe it reduces some of the infection risk to keep them out for these two reasons – less people overall in the building moving around and the fact that children are a few times more likely to be virus carriers at this stage of the pandemic.
- Further actions offer mitigation against the risk that the attendance of an infected person will result in significant harm to another person attending the meeting. The highest risks are deemed to be airborne infection and infection from touching a contaminated surface. The factors which mitigate the risk are
 - a. A large proportion of the congregation are vaccinated and initial studies show that the risk of serious illness and death as a result of contracting Covid-19 has been reduced by receiving a double vaccination so that the case infection mortality rate is now of the order of seasonal flu
 - b. A capacity limit will be in place to aid social distancing during the service
 - c. A 1.5m gap will be maintained between rows to reduce the risk of airborne transmission to people sitting in front during singing
 - d. All windows will remain open in the main hall to increase ventilation
 - e. Refreshments will be served and social contact after the service will take place outside wherever weather permits, with any households needing to remain in the hall encouraged to be socially distanced.
 - f. Previous hygiene measures to mitigate against the risk of infection from contaminated surfaces will remain in place
- We also, like the government, judge that some of the responsibility for ensuring safe practice should be determined by individuals. Announcements from the front and weekly communication will regularly emphasise this responsibility and encourage people to be considerate of others, for example by only sitting next to other households in a row after ensuring the other household shares their assessment of the acceptability of the risk of doing this. We will also not place any pressure on people to return face to face, continuing to offer a high quality live streaming service and to ensure that this is as integrated as possible with the experience of people attending in person.
4. We will review this risk assessment based on further government or local authority laws or guidance, and our experience and any feedback or new data before the autumn term, or more urgently if the guidance changes. Our intention would be to open up our meetings to all ages but this will depend on the situation at the time of the review.

Date of issue: 17 July 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	As per our current practice

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. Ventilation	Y	Stewards	Windows opened on both sides of the main meeting room and doors to the outside patio opened
2. Seating arrangements adapted for some social distancing (to be reconsidered prior to September)			Seats will be arranged in traditional rows on either side of a single central access way with a 1.5 m distance between each row. 1st row will be approx 2.5m from the speaker platform. Seats are all facing forward so no-one is facing another for the duration of the meeting
3. Clinically vulnerable offered seating with social distancing if requested	Y	Stewards GN IB	Messaging to make clear this is an option Token system to help people indicate they would like space between them and the next household
4. Instructions given to avoid close contact, and especially without first seeking permission	Y	GN	Messaging to make this clear

5. Capacity monitored and entry stopped when capacity reached	Y	Stewards	
6. Refreshments served outside where weather permits and people encouraged to move outside after the meeting has finished	Y	GN	
7. We will continue to offer high quality livestream so no-one will feel obliged to attend	Y	GN	

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 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 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 disposable 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. Parental or other supervision of younger children using toilets

<p>6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.</p>	<p>Y</p>	<p>GN IB</p>	<p>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.</p>
<p>7. Microphones and other equipment kept to a single individual.</p>	<p>Y</p>	<p>GN/MV</p>	<p>Established practice will continue.</p>
<p>10. Children’s groups in parallel with main meeting continued throughout August</p>			<p>They will have the current hygiene and distancing regimes in place This will also limiting the gathering size in the hall</p>

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. Parents will be responsible for supervising and cleaning after use by younger children
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.

<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>IB SH</p>	<p>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.</p>
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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 (Continue this practice for August – to be reviewed)
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	
20 April 2021	Graham Nicholls	Gap from 1st row to stage is 2m+ not a guaranteed 3m. Permission for singing from the stage added
13 May 2021	Graham Nicholls	Added permission for those with underlying health conditions but with 2 vaccinations
20 July 2021	Graham Nicholls	updated in light of new laws after 19 July 2021

Cleaning checklist

- **All surfaces disinfected with wipes**

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

- **Toilets disinfected with wipes**

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

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

- **‘Wipe out’ of building**

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