

Strangers Rest Evangelical Church: Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. 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 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 can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church:	Assessment undertaken by
Strangers Rest Evangelical Church	Faith Amurao (Church Administrator)
Address 131 The Highway, London	Area of the building assessed Entrance, Foyer, Fire exit, Worship halls – main & small, Toilets
Postcode E1W 2BP	
Date of Initial Assessment 01/07/2020	Assessment Review Date 01/10/2020

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.*

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.*
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. 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.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Touching door handles at entrances & exits	Attendees, Members of public (MoP)	3	2	6	The Entrance and Exit will be kept open to avoid door handling. There will be one usher by the entrance to let in one person at a time. This usher will oversee Queue Management. If necessary persons will have to queue on the car park.	Joel Munday (JM)
Gathering around entrance, foyer	Attendees	3	1	4	Floor, including car park entry, will be clearly marked with yellow social distancing tape to ensure 2 meter social distancing.	Faith Amurao (FA)
Moving against one way route	Attendees, MoP	2	1	4	One way flow clearly sign-posted from entering to exiting.	FA
Sitting in non-allocated seats	MoP	2	2	2	Another usher will direct people to their seats individually. Each available seat will be clearly marked with a yellow square.	JM & FA

Likelihood

1 = Low (seldom)
2 = Medium (frequently)
3 = High (certain or near certain)

Severity

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Overcrowding	MoP	2	2	2	The partition to the small worship hall at the back will be opened and reserved for MoP.	Ernie Amurao (EA)
Singing	MoP	2	2	4	Only the minister, Mark Mullins, will be permitted to sing; everyone else must quietly follow.	Mark Mullins (MM)
Not using paper programmes & failing to take away	MoP	3	2	5	New paper programmes will be left using gloves on each seat but must be taken by the user; if not, the cleaning staff will dispose of them using gloves. No hymnbooks will be made available.	Hannah Munday (HM) & FA
Browsing books around the hall	MoP	2	2	3	Books will be taken off the shelves and placed into boxes which will be closed.	FA & EA.
Collection of offering/cash donations	Attendees, MoP	1	1	2	Offerings and cash donations will be in one receptacle at the front of the worship hall and will only be handled by one person wearing gloves.	EA
Young children running around	MoP	1	2	3	Parents/Guardians should accompany & supervise any child under the age of 10 & under.	Parents/Guardians

Entering areas that should not be accessed, eg basement hall	MoP	2	1	2	Limit access to places where attendees & members of the public do not need to go, with a temporary cordon if needed.	FA
Use of pew cushions	Attendees & MoP	3	1	4	Consider if pew cushions need to be removed as per government guidance.	MM
Keeping windows closed	Everyone	3	3	6	Where possible, doors and windows should be opened temporarily to improve ventilation. The Building should be aired 72 hours prior to use.	EA & FA
The meeting will go beyond reasonable time	Everyone	1	1	2	The Minister will ensure that the meeting will be concluded in the <i>shortest</i> reasonable time.	MM

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Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy 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 & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
No adequate soap & paper towels provided	Everyone	1	3	6	Check that handwashing facilities have adequate soap provision and disposable paper towels, and a bin for the paper towels.	HM/FA
Bins provided without bin liners	Everyone	1	3	6	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. Gloves will be used by cleaners.	HM/FA
Touch points have not been wiped with surface cleaner	Everyone	2	3	6	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	HM
Cleaners not provided with gloves	Cleaners	1	2	5	Cleaners will be reminded about available disposable gloves.	FA

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Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
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. Recommendations include:
 - a. [Public England's Covid-19 Employer's and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- 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.

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Not using hand sanitiser	Attendees, MoP	2	1	6	Providing hand sanitiser & masks by entrance (in front of stairs by the entrance & exit) with Signs of Important Safe Practices.	FA
Overcrowding in the use of Toilets	Attendees, MoP	3	3	6	Only a maximum of 2 persons can use the Toilet. If you have passed the Toilet and need it, please exit the building, following the one-way travel route and come round and enter again to make your way to the Toilet.	Everyone
Failing to take communion under proper measures	Attendees, MoP	2	2	5	There will be a disposable bowl and cup which will have the elements for each person on the front table in the Worship Hall. These will be prepared using gloves & a mask. They must be taken away by participants upon leaving and disposed of.	HM & JM

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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. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and 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 you will let people who use the building know that you are self-isolating and make sure that you don't go into 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 and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

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Failure to read and understand necessary measures	Attendees	2	3	6	A List of Best Practice (summarising this Risk Assessment) will be emailed to all church members, possible visitors, and parents/guardians of the young people who attend. They will be asked to read it carefully and understand the necessary measures in place for the protection and safety of all.	FA

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Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. Mark floor, including car park with 2m social distancing tape	FA	04/07/20	
2. One-way route posters put up	FA	03/07/20	
3. Mark seats with yellow square per person with respect to households	FA	03/07/20	
4. Hall partition to be opened	EA	03/07/20	
5. Printed programmes to be made available by/in front of seats	HM	05/07/20	
6. Hymn books, Bible and all books will be placed in boxes away from reach	EA & FA	03/07/20	
7. Donation/Offering receptacle will be made available in front of main worship hall	EA	03/07/20	
8. Cordon off basement (Fire exit side)	EA	03/07/20	

9. Lock kitchen	EA	04/07/20	
10. If deemed necessary, remove pew cushions	EA	03/07/20	
11. Ventilate church building	EA & FA	03/07/20	
12. Check adequate soap, paper towels & bin liners have been provided using gloves.	HM/FA	04/07/20	
13. High-risk surfaces/touch points, e.g. door handles, have been wiped with surface cleaner	HM	04/07/20	
14. Communion elements prepared with gloves & masks into separate and disposable bowls & cups for each individual	HM & JM	05/07/20	
15.			
16.			

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After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

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