

## Assessment of Covid-19 Risk When Using the Church Building for activities other than Worship Services

Issue Date	Version Number	Issued By	Date review required
18 <sup>th</sup> September 2020	Version 2	Richard Vennelle	30 <sup>th</sup> October 2020

### Church Building Address

St. Neots Evangelical Church  
Cambridge Street  
St. Neots  
Cambridgeshire  
PE19 1PL

### Signed



*This document relates situations where the St. Neots Evangelical Church staff and volunteers are using the church building for activities other than worship services. Reference is made to the following government guidance:*

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

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Area of focus	What is the risk?	Who might be harmed?	Measures required	Action by who?	Date completed
<b>Item 1: Use of the car park</b>	<b>High risk</b> of airborne virus transmission if cars are allowed to fill the car park and block access, causing drivers/passengers to congregate on pathways and in parking area.	Anyone using the church carpark.	<ul style="list-style-type: none"> <li>• Parking bays will be marked and numbered in such a way to ensure social distancing can be practically maintained between vehicles and passengers.</li> <li>• If there are no parking bays available, where more than one person is using the church building, alternative parking should be sought, off the church building premises.</li> </ul>	<p>No action required – parking bays marked and numbered.</p> <p>Staff and volunteers to communicate parking arrangements to those attending, prior to event/activity being run.</p>	
<b>Item2: Entering the church building</b>	<b>High risk</b> of virus being transmitted through touching contaminated surfaces and airborne aerosols breathed out if more than one person is present.	Anyone entering the building.	<ul style="list-style-type: none"> <li>• Use the current main entrance</li> <li>• Ensure social 2m distancing between persons from different households is observed at all times (2m markers are in place on the foot path up to the main entrance and through the entrance foyer).</li> </ul>	<p>Hand sanitisers already in place.</p> <p>Staff and volunteers to communicate measures that apply to those attending, prior to</p>	

			<ul style="list-style-type: none"> <li>• Apply hand sanitiser upon entering the foyer area (Four hand sanitisers are available within the foyer area).</li> <li>• If more than one person is present within the church building for maintenance activities or other meetings, upon entry into the main building, open roof lights and windows within the work area to ensure there is a flow of air through the building.</li> <li>• Face coverings may be worn to reduce the risk of airborne transmission of the COVID-19 virus. Church staff and volunteers are permitted to remove face coverings if the above measures have been applied (<a href="#">See Appendix 1</a>).</li> </ul>	event/activity being run.	
<b>Item 3: Carrying out activities within the church building</b>	<b>High risk</b> of virus being transmitted through touching contaminated surfaces and airborne aerosols breathed out if more than one person is present.	Anyone present within the church building.	<ul style="list-style-type: none"> <li>• Church staff and volunteers who are responsible for events and activities within the church building should ensure the following measures are in place: <ul style="list-style-type: none"> <li>- There is a booking system in place for purposes of managing the maximum number of people attending.</li> <li>- Ensure stewards are present to control the flow of persons/groups in and out of the premises, with the aim of</li> </ul> </li> </ul>	Staff and volunteers to ensures measures are in place and that they have been communicated to those attending, prior to event/activity being run.	

			<p>reducing pressure on entry and exit points.</p> <ul style="list-style-type: none"> <li>- Consideration should be given to a one-way system for entering and exiting the church building. Typically people might enter through the current main exit and exit through the fire doors adjacent to the sound desk. Hand sanitisers should be used upon exiting the building.</li> <li>- keep a temporary record of visitors and church staff/volunteers for 21 days, in order to assist NHS Test and Trace with requests for that data if needed (See <a href="#">Appendix 6 for a suggested template, to be completed for both visitors and staff/volunteers</a>).</li> <li>- Ensure stewards are aware of evacuation procedures in the event of a fire.</li> <li>- If more than one person is present, social distancing of at least 2m can always be maintained between persons from different households.</li> </ul>		
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			<ul style="list-style-type: none"><li>- Only grey plastic seats are used. If seats are laid out in rows, there should be 4 empty seats between persons from different households.</li><li>- For activities where plastic chairs will not be laid out in rows, consider the use floor markings to ensure social distancing can be easily maintained.</li><li>- Where practical avoid using shared objects or tools.</li><li>- If the use of shared objects/tools is unavoidable, wear disposable gloves and avoid touching your face. Where practical, wipe shared tools/objects with a surface disinfectant between tasks (See Appendix 2).</li><li>- ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.</li></ul>		
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			<ul style="list-style-type: none"> <li>- There is a flow of air through the work/meeting area by opening windows and roof lights. Ventilation should be optimised to ensure the maximum fresh air supply is provided to all areas wherever possible.</li> <li>- Face coverings must be worn, with the exception of church staff and volunteers, who are permitted to remove masks within the church building if the above measures are applied (See Appendix 1)</li> </ul>		
<p><b>Item 4:</b> <b>Activity/event group sizes</b></p>	<p><b>High risk</b> of virus being transmitted through touching contaminated surfaces and airborne aerosols breathed out if more than one person is present.</p>	<p>Anyone present within the church building.</p>	<ul style="list-style-type: none"> <li>- <b>Events/activities that are to be led from the stage and seating is to be in rows</b>, the number of persons present should not exceed 45 in total (See Appendix 5).</li> <li>- <b>Events/activities that do not utilise seating in rows</b></li> <li>- Measures should be in place to ensure 2m social distancing can be maintained.</li> <li>- No-one should mix in a group greater than 6 and they must avoid social interaction with anyone outside the</li> </ul>	<p>Staff and volunteers to ensure measures are in place and that they have been communicated to those attending, prior to event/activity being run.</p>	

			<p>group they are with, even if they see other people you know</p> <ul style="list-style-type: none"> <li>- Reconfiguring seating and tables to maintain 2m social distancing guidelines between persons from different households or support bubbles.</li> <li>- If refreshments are being served, minimise staff/volunteer contact with visitors to the church building. Table service must be used where possible, alongside further measures such as assigning a single staff/volunteer member per table.</li> <li>- prevent visitors from congregating at points of service. For example, having only staff collect and return empty glasses to the bar.</li> <li>- Minimising contact between kitchen workers and front of house staff/volunteers. For example, by having zones from which front of house staff/volunteers can collect food.</li> <li>- <b>For children and youth group activities</b> the following government guidance should be followed:</li> <li>- keep children in small groups of no more than 15 children with the same</li> </ul>		
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			<p>children each time wherever possible (do not mix groups unless absolutely necessary) and at least one staff member, depending on the type of provision or size of the group.</p> <ul style="list-style-type: none"> <li>- Multiple groups of 15 plus staff can use the same shared space, if that is necessary, with distancing between the groups. Where this is the case the other protective measures within this risk assessment will be even more important to minimise the risk of infection and transmission of the virus.</li> <li>- Where it is possible to do so, try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.</li> <li>- Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of 'mixing' (that</li> </ul>		
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			<p>is, the number of different people each child comes into contact with). For example, when new children register for your provision, you may wish to firstly determine whether they attend the same school or early years setting as other children in your setting and group them together if appropriate. To help you review your groups, you should also keep up-to-date records of the children attending your setting for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting.</p>		
<p><b>Item 5: Food and drink</b></p>	<p><b>High risk</b> of virus transmission through contact with shared crockery and utensils.</p> <p><b>High risk</b> of foodstuff being infected by airborne virus particles during preparation.</p>	<p>Anyone present within the church building.</p>	<ul style="list-style-type: none"> <li>• Where practical persons carrying out tasks or attending n meetings/activities within the church building should bring their own food and drink.</li> <li>• Hot drinks and other refreshments may be prepared in the church kitchen if the following measures are applied: <ul style="list-style-type: none"> <li>- Designate the person/s who will be responsible for preparing and serving refreshments.</li> </ul> </li> </ul>	<p>Staff and volunteers to ensures measures are in place and that they have been communicated to those attending, prior to event/activity being run.</p>	

			<ul style="list-style-type: none"> <li>- Hand sanitisers should be used before entering the kitchen area.</li> <li>- Face coverings must be worn when preparing and serving refreshments.</li> <li>- Disposable gloves must be worn when preparing refreshments.</li> <li>- Worksurfaces should be wiped down with a surface disinfectant before and after preparing refreshments (See Appendix 2).</li> <li>- Wash all crockery and utensils in hot water and detergent after use (Face coverings and disposable gloves must be worn).</li> <li>- Any tea towels used should be quarantined for 72 hours, or taken home, washed on a hot cycle. Tea towels returned to the building after washing should be marked up with a note indicating that they should be quarantined for 72 hours from the specified date.</li> </ul>		
<b>Item 6: Use of the toilets</b>	<b>High risk</b> of virus transmission if two or more people use toilets at any one	Anyone present within the church building.	<ul style="list-style-type: none"> <li>• Church staff and volunteers who are responsible for events and activities within the church building should encourage those</li> </ul>	Sanitisers and signage already in place. Anti-viral wipes in place.	

	time. There is not sufficient space within each toilet area to allow 2m social distancing.		<p>attending to use home facilities before coming to the church building.</p> <ul style="list-style-type: none"> <li>• Only one person at a time can use the toilet facilities.</li> <li>• The red/green labels attached to the ground floor toilet doors should be used to indicate whether toilets are vacant or occupied.</li> <li>• Hand sanitiser dispenser mounted beside each toilet door must be used upon entry and exit.</li> <li>• Hand washing posters must be present at every sink.</li> <li>• Anti-viral wipes must be used for cleaning lavatories after use (toilet lid, seat and handle). Clear notices should be in place, asking for anti-viral wipes to be in the bin provided NOT the toilet.</li> </ul>	Staff and volunteers to ensures measures are in place and that they have been communicated to those attending, prior to event/activity being run.	
<b>Item 7: Cleaning the church building when activity is completed.</b>	<b>High risk</b> of virus transmission as there may be surfaces that have been infected with the virus through touch and airborne aerosols exhaled by	Anyone present within the church building.	<ul style="list-style-type: none"> <li>• Current stock of surface contact cleaner held on the premises meets disinfection requirements. Instructions for use should be followed (<a href="#">See Appendix 2</a>).</li> </ul> <p>Cleaning should be applied to any surfaces touched whilst activities are being held within</p>	Staff and volunteers to ensures measures are in place and that they have been communicated to	

	<p>persons in the building.</p>		<p>the church building, with especial attention applied to:</p> <ul style="list-style-type: none"> <li>- door handles</li> <li>- plastic seats</li> <li>- toilets</li> </ul> <p>The checklist for post-activity clean down should be referred to <a href="#">(See Appendix 3)</a></p> <ul style="list-style-type: none"> <li>• Sound team/technicians are responsible for sound equipment cleaning. Antiseptic wipes should be applied to sound equipment where appropriate.</li> <li>• If any person was exhibiting suspect symptoms during the activity held within the building, follow Public health England guidance on cleaning down non-medical buildings <a href="#">(See Appendix 4)</a>.</li> </ul>	<p>those running the event/activity.</p>	
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## Appendix 1

### Who does not need to wear a face covering when entering the church building?

There are some circumstances where people may not be able to wear a face covering. It is important that the church is mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.

Government guidance is that this includes (but is not limited to):

- children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) or transport workers (see section 6) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines.
- police officers and other emergency workers, given that this may interfere with their ability to serve the public
- where putting on, wearing or removing a face covering will cause you severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity

Government guidance on the use of face coverings can be found by following this link: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

# Kitchen Cleaner Sanitiser Odourless



Appendix 2

## Product Usage Guide

Professional

### BB010-75



**Health & Safety**  
Please refer to relevant  
COSHH Safety Data Sheet



Scan for further product details



**1** Use appropriate PPE as indicated in the Safety Data Sheet.



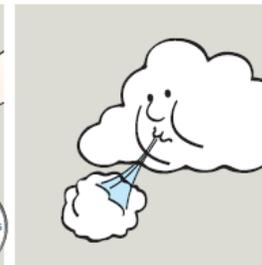
**2** Place Safety Signs.



**3** Spray solution onto cloth.



**4** Wipe surface to be cleaned. Contact time 30 seconds.



**5** Allow to air dry.



**6** Remove Safety Signs.



For Food Contact Surfaces please rinse after use.

[www.jangro.net](http://www.jangro.net)

### Appendix 3

#### Check list for post activity clean down

	<p><b>Are you wearing appropriate PPE?</b></p>
	<p><b>Have you read the Jangro product usage guide?</b></p>
	<p><b>Grey plastic chairs</b></p> <ul style="list-style-type: none"><li>- Wipe down with Jangro contact disinfectant.</li><li>- Leave to air dry.</li></ul>
	<p><b>Doors handles; fire exits crash bars; window handles.</b></p> <ul style="list-style-type: none"><li>- Wipe down with Jangro contact disinfectant.</li><li>- Leave to air dry</li></ul>
	<p><b>Toilets</b></p> <ul style="list-style-type: none"><li>- Cistern Handle and lid; toilet seat and lid; sinks, taps, soap dispensers.</li><li>- Wipe down with Jangro contact disinfectant.</li><li>- Leave to air dry</li></ul>
	<p><b>Toilet floors</b></p> <ul style="list-style-type: none"><li>- Pre-mopping with dilute water/detergent solution.</li><li>- Secondary mopping with bleach solution (200ml per 5 litres of water).</li><li>- Leave to air dry.</li></ul>

## Appendix 4

### COVID-19 Cleaning

#### What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

#### Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

## Principles of cleaning after the case has left the setting or area

### Personal Protective Equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

### Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### **Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste

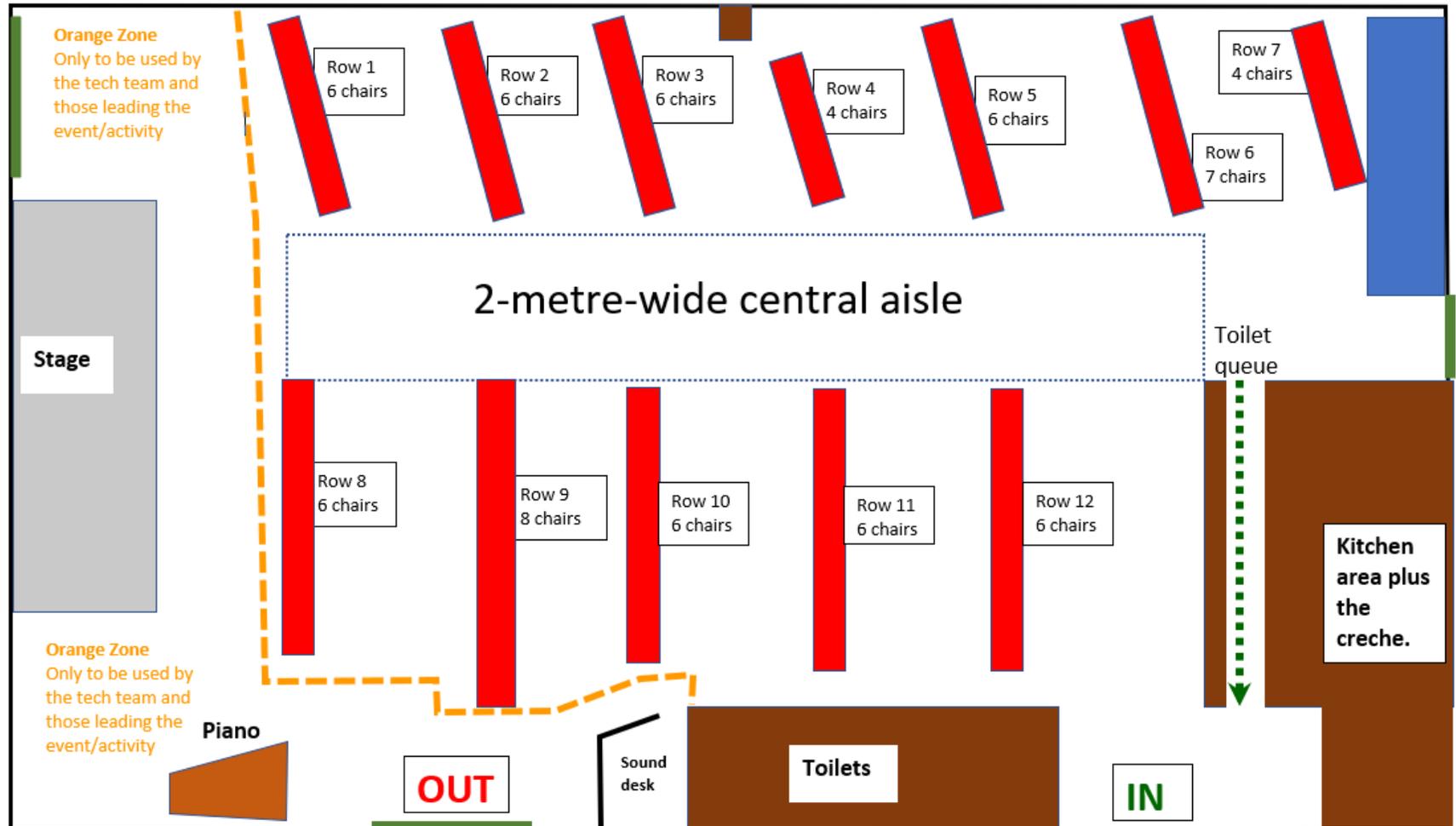
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

**Cleaning PPE required:**

- disposable gloves
- disposable aprons
- Eye protection
- Masks
- Surgical masks?
- Dedicated buckets
- Cloths
- Dedicated mops
- Disposable mop heads
- Rolls of paper towel
- Bin bags for disposal

## Appendix 5



### Events /Activities led from the stage and where seating is in rows facing the stage

- Numbers attending managed by a booking system.
- There must be 4 empty seats between persons from different households.
- Capacity of 1 – 45 people, depending on size of household groups
- Enter by the current entrance. 2m social distancing applies.
- Queue for toilet down corridor with coat hooks, 2m social distancing applies.
- Each row leaves when stewards indicate when they may proceed, exiting through the fire door adjacent to the sound desk.

## Appendix 6

<b>COVID-19 Track and Trace Record</b>	
<b>Name of Event/Activity</b> <i>(to be completed by event activity organiser)</i>	
<b>Date of Event/activity:</b> <i>(to be completed by event activity organiser)</i>	<b>Start and finish times:</b> <i>(to be completed by event activity organiser)</i>
<p>In order to support the NHS test and trace programme, we are taking contact details (name and telephone number) as well as recording times of entering and leaving the St. Neots Evangelical church building.</p> <p>In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with H NHS Test and Trace, if asked, in the event that it is needed to stop the spread of coronavirus. We will not use your details for any other purpose or pass them on to anyone else.</p> <p>Thank you for your understanding.</p> <p>If you agree to providing your information for this reason, please complete the following form.</p>	
<b>Name:</b>	
<b>Telephone No.</b>	
<b>Signature:</b>	
<b>Date:</b>	