

Assessment of Covid-19 Risk When Using the Church Premises for Worship Services in Step 4 of the Roadmap out of Lockdown

Issue Date	Version Number	Issued By	Date reviewed and date next review required
21 st July 2021	Version 1	Richard Vennelle	First review date: 1 st September 2021

Church Premises Address

St. Neots Evangelical Church
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Signed



This risk assessment relates exclusively to COVID-19 related risks when the St. Neots Evangelical Church premises is opened for public worship services and the live streaming of those services.

This risk assessment has been issued to coincide with the Government's move to Step 4 of its roadmap on the 19th of July 2021.

Reference has been made to:

[COVID-19: guidance for the safe use of places of worship - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship)

[COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-cleaning-in-non-healthcare-settings-outside-the-home)

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread)

[Working safely during coronavirus \(COVID-19\): guidance from Step 4 - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19-guidance-from-step-4)

[Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)

[Ventilation of indoor spaces to stop the spread of coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19)

[Maintaining records of staff, customers and visitors to support NHS Test and Trace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace)

[Ventilation of indoor spaces to stop the spread of coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19)

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Area of focus	What is the risk?	Who might be harmed?	Measures required	Action by who?	Date completed
<p>Aerosol of droplet transmission of the COVID-19 virus.</p>	<p>High risk of airborne virus transmission:</p> <p>Where groups of people congregate at 'pinch points' on the church premises.</p> <p>Where congregation members are seated adjacent to one another within the church building.</p> <p>When the congregation takes part in communal singing within the church building.</p>	<p>Anyone entering the church premises to take part in a worship service.</p>	<p>Increase ventilation within the church building by opening skylights, doors, windows, and the use of electric pedestal fans if appropriate/necessary.</p>	<p>Richard Vennelle: ensure that 'Steward's Checklist' includes requirement to ensure ventilation within the church building.</p> <p>Richard Vennelle ensure Sunday group leaders are aware of guidance in the agreed risk assessment.</p>	<p>21.07.21</p>
			<p>By means of a booking system, provide congregation members who may feel uncomfortable sitting with a large number of people in the church building, the option of sitting in an open-sided marquee in the church carpark (the booking system to provide a record of where congregation members sat, for test and trace purposes – stewards to direct congregation members to their allocated seats).</p>	<p>Booking system in place.</p> <p>Richard Vennelle to ensure that booking form has been updated by close of play, Tuesday 20th July.</p>	<p>20.07.21</p>

			By means of a booking system, provide congregation members with the option of sitting as a single household or being part of a larger group using all the seats in a single row (the booking system to provide a record of where congregation members sat, for test and trace purposes – stewards to direct congregation members to their allocated seats).	Booking system in place. Richard Vennelle to ensure that booking form has been updated by close of play, Tuesday 20 th July.	20.07.21
			Reduce contact between congregation members by facing all rows of chairs in the same direction and spacing them 1 metre apart.	Richard Vennelle to map out and produce seating plan by Thursday 22 nd July.	21.07.21
			Recommend that congregation members to wear a face covering when inside the church building. Stewards provide disposable face coverings upon request.	Jan Sim to send out information in church family notices by close of play on Tuesday 20 th July.	20.07.21
	High risk of surface virus transmission:	Anyone entering the church premises to	Provide wall-mounted-hand sanitiser dispensers in the main entrance area of the church building .		

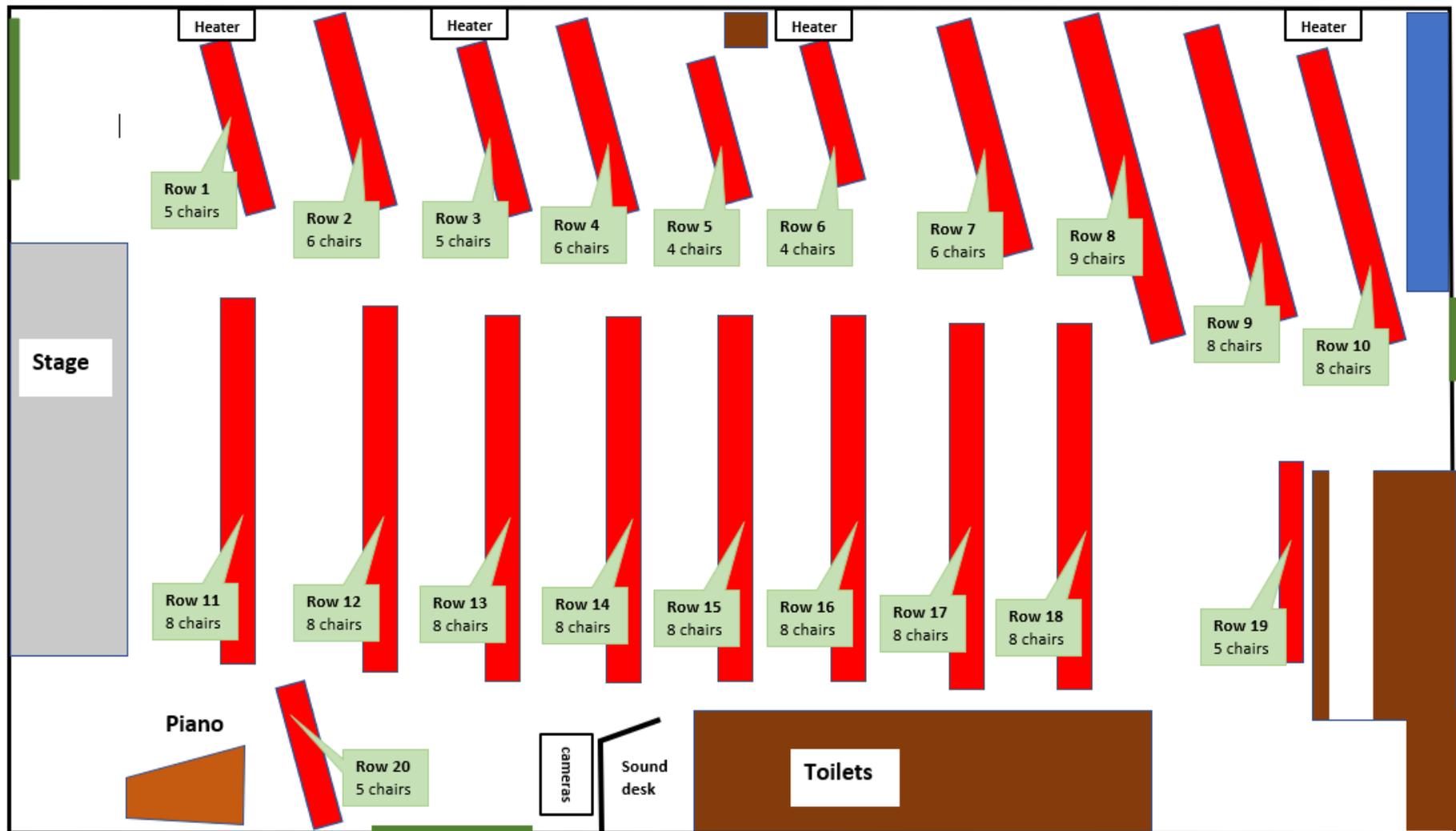
<p>Surface transmission of the COVID-19 virus.</p>	Where congregation members used shared facilities such as toilets within the church building.	<p>take part in a worship service.</p>		System in place – no further action required.	
	Where shared items such as church Bibles are used during the worship service.		Provide hand sanitiser dispensers for use when entering the marquee.	Richard Vennelle to ensure there is an adequate supply of hand sanitiser dispenser bottles.	21.07.21
	Where congregation members partake in Holy Communion during the worship service.		Shared items such as church Bibles must be quarantined for at least 48 hours before re-use.	Richard Vennelle ensure that review of quarantine procedures is carried out at the end of the 'Summer Break'.	
	Where refreshments are served to the congregation before or after the worship service.		Where the congregation shares in Holy Communion during a worship service, service leader should ensure that the procedures detailed in Appendix 3 and Appendix 4 are followed.	Richard Vennelle ensure service leaders are aware of the procedures detailed in Appendix 3 and 4.	

			Where refreshments are served before or after a worship service, the procedure laid out in Appendix 5 must be followed.	Richard Vennelle ensure procedures are distributed to homegroup leaders when Sunday morning refreshments resume.	21.07.21
			Any tables that were in use to be treated with the Jangro surface disinfectant after the worship service has drawn to a close.	Richard Vennelle ensure service leaders are aware of the procedures.	
			Stewards to apply Jangro surface disinfectant to door handles, fire escape latches and window latches after the worship service has drawn to a close.	Richard Vennelle: ensure that 'Steward's Checklist' includes surface disinfection procedures.	21.07.21
			Marquee chairs to be stacked away after the worship service has drawn to a close and not used for the next 48 hours. Chairs in the main building to be left in place and quarantined for at least 48 hours.	Richard Vennelle ensure marquee set up/set down team are aware.	

			Weekly cleaning teams to disinfect surfaces within the kitchen and toilets. Toilet floors to be mopped with a bleach solution. As detailed in Appendix 6.	Richard Vennelle ensure homegroup leaders are aware of procedure detailed in Appendix 6.	21.07.21
<p>Visitors are unclear about requirements for attending worship services on the church premises.</p>	<p>High risk of COVID-19 virus transmission by airborne droplets or surface transmission:</p> <p>If visitors congregate at 'pinch points' on the church premises.</p> <p>If hand sanitising procedures are not followed.</p>	<p>Anyone entering the church premises to take part in a worship service.</p>	Display an NHS Track and Trace QR code within the church foyer area and the marquee, with an alternative option for those who cannot use that system. Encourage visitors who arrive without having booked a seat in advance to use one or other of these options.	Procedure in place. No further action required.	
			Update the St. Neots Evangelical Church website, and any relevant social media with information for visitors.	Richard Vennele ensure website is updated by close of play on Tuesday 28 th July.	22.07.21
			Communicate details on requirements or requests such as booking a seat in advance and bringing a face covering within the weekly church family notices.	Ongoing	

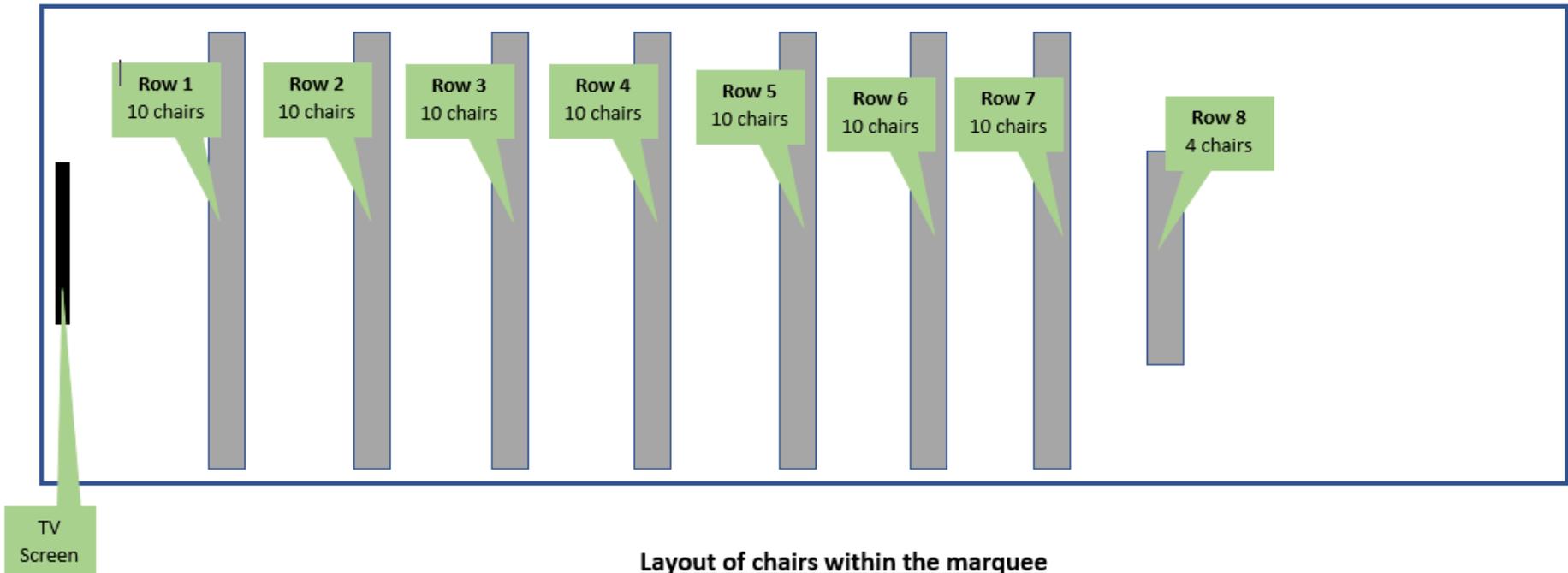
			Sunday morning stewards to provide information and advise visitors as required.	Richard Vennele ensure Sunday morning steward's checklist is updated accordingly.	21.07.21
Cleaning the church premises after known exposure to someone with Coronavirus symptoms.			If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings, as detailed in Appendix 7.	Procedure in place, no further action required.	
			If the building has been quarantined for 48 hours, then carry out weekly cleaning as detailed in Appendix ...	Procedure in place, no further action required.	

Appendix 1: Seating plan for the church building.



- Numbers attending managed by a booking system.
- Last booking accepted 1pm on Friday.
- 1.0m spacing between rows.
- Where seating as a single household is requested, there should be two empty seats between households (2 seats measure 1 metre across).

Appendix 2: Seating plan for the marquee



Layout of chairs within the marquee

- All rows face the TV screen.
- 1 metre spacing between rows
- Set the first row about 2metres back form the TV screen

← Neighbour's
fence

Church
Building

Entrance to
the carpark →

Communion Preparation Checklist

Appendix 3

	<p>Has the communion table been disinfected?</p>
	<p>Have you put on a mask and disposable gloves before preparing communion?</p>
	<p>Have you disinfected kitchen surfaces before preparing communion?</p>
	<p>Are you using a fresh sliced loaf?</p>
	<p>Have used disinfected the communion cupholder trays? Are you using a plate to serve the bread on and has it been washed in hot soapy water?</p>
	<p>Have you covered the communion bread and plates with cling film before placing them on the communion table? Have you cut the bread into 2cm squares?</p>
	<p>Have you placed a clean cloth over the communion trays after placing them on the communion table?</p>

Serving Communion Checklist

Appendix 4

	<p>Have you put on a mask and disposable gloves before preparing to serve communion?</p>
	<p>Have you checked whether the communion table been disinfected?</p>
	<p>Remember to place individual pieces of bread and communion cups into the hands of the congregation members.</p> <p>Congregation members <u>must not</u> take bread from communion plates or cups from the communion trays themselves.</p>
	<p>Remember to collect up used communion cups at the end of the service.</p> <p>Congregation members must not collect up cups or place cups back into trays themselves. They may only hand their own individual cup back to the servers.</p>

Appendix 5: Serving refreshments before or after a worship service

- Designate the person/s who will be responsible for preparing and serving refreshments.
- Hand sanitisers should be used before entering the kitchen area.
- Face coverings must be worn when preparing and serving refreshments.
- Disposable gloves must be worn when preparing refreshments.
- Worksurfaces should be wiped down with a surface disinfectant before and after preparing refreshments.
- Wash all crockery and utensils in hot water and detergent after use (Face coverings and disposable gloves must be worn).
- Any tea towels used should be quarantined for 48 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 48 hours from the specified date.
- Where refreshments are being collected from a service point, food and drink should be placed in the hands of congregation members by servers who are wearing face coverings and disposable gloves
- If table service is being used, assign specific persons (staff/volunteers) to serve tables and collect empty glasses and crockery.

Weekly Cleaning Team Checklist – Essential Tasks

Appendix 6

	<p>Cleaning teams should wear face masks and disposable gloves to avoid the risk of surface contamination with the COVID -19 virus.</p>
	<p>Hoover the ground floor rooms and corridors, stairs and 1st floor rooms and corridors.</p>
<p>Kitchen</p> 	<ul style="list-style-type: none"> - Clean the kitchen work surfaces, finish with Jangro surface disinfectant. - Empty bins. - Sweep and mop the kitchen floor with a bleach solution at a rate of 100ml bleach per 2.5 litres of water.
 <p>TOILETS</p>	<ul style="list-style-type: none"> - Clean and sweep the toilets (ground floor and 1st floor), finish surfaces with Jangro disinfectant. - Restock hand wash and toilet rolls as required - Empty bins. - Sweep and mop the toilet floor with a bleach solution at a rate of 100ml bleach per 2.5 litres of water.
	<ul style="list-style-type: none"> - Layout chairs in the main hall as per the floor markings, if not already in place.
	<p>Finally, before leaving, disinfect any door or window handles that you have touched whilst cleaning the building, with the Jangro surface disinfectant again.</p>

Appendix 7: The principals of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the church premises.

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

Cleaning and disinfection

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

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched 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 – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorines (ppm av.cl.)

or

- a household detergent followed by disinfection (1,000 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 ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. 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 in the waste section below](#).

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

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used 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. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed 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 disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

Other household waste can be disposed of as normal.