


Assessment of Covid-19 Risk When Using the Church Premises for Worship Services following the ending of Covid restriction from Thursday 24th February 2022

Issue Date	Version Number	Issued By	Date reviewed and date next review required
27 th February 2022	Version 1	Richard Vennelle	24 th February 2022 Next date: 1 st April 2022

Church Premises Address

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

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 lifting of Covid restriction from 24th February 2022.

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/government/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship)

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

[COVID-19 Response: Living with COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-response-living-with-covid-19)

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Measures required where there is a risk of aerosol or droplet transmission of the COVID-19 virus.

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Measures required where there is a risk that visitors are unclear on requirements for attending worship services on the church premises.

Appendix 1: Seating plan for Sunday morning services.

Appendix 2: Sunday morning stewards' checklist

Appendix 3: Checklist for Communion Service

Appendix 4: Serving refreshments before or after a worship service

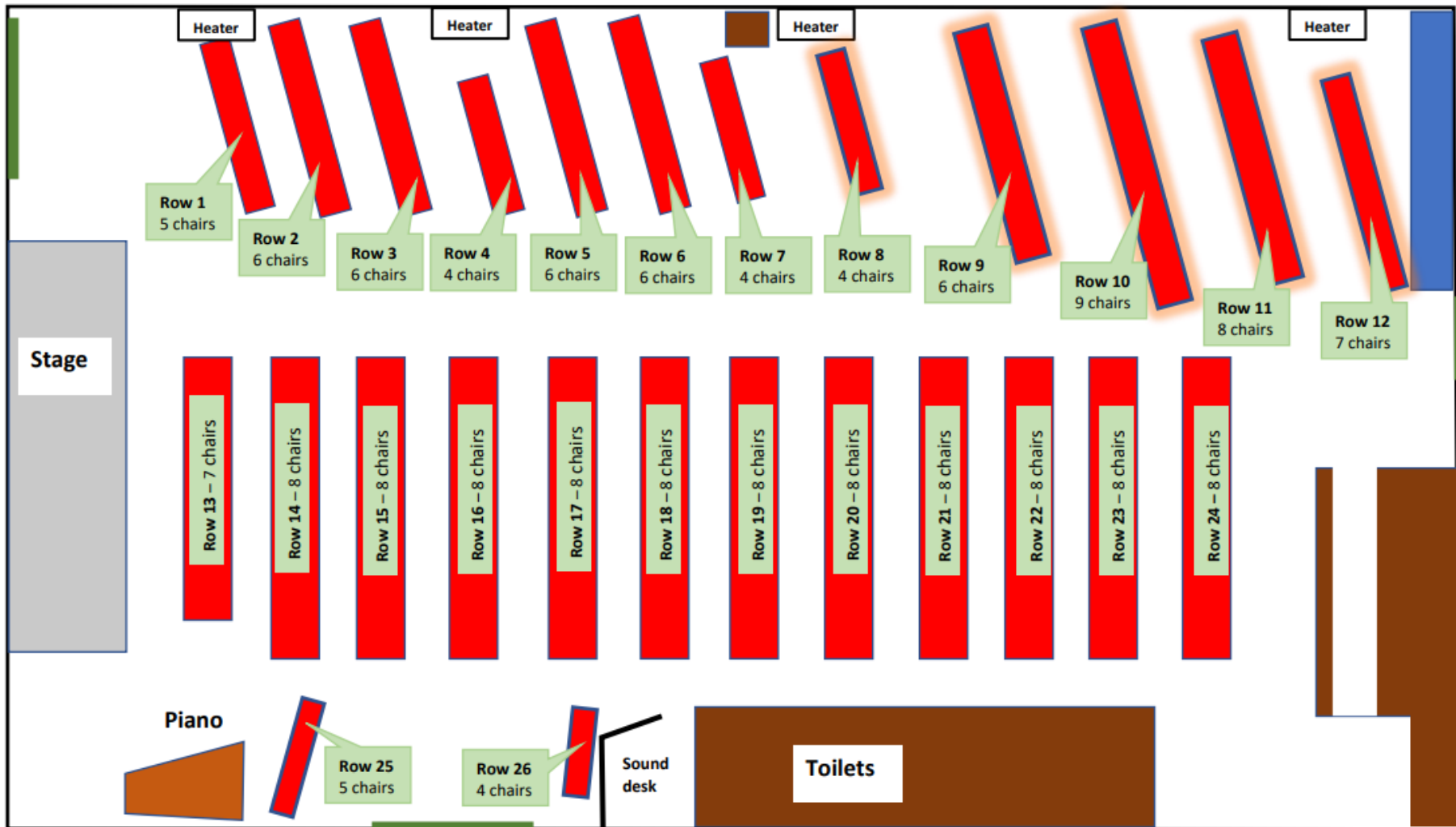
Appendix 5: Weekly cleaning team checklist

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, to achieve a flow of fresh air into and out of the room/s in use.</p>	<p>System in place – no further action required.</p>	
			<p>Encourage congregation members to continue taking lateral flow tests until April 1st when test kits are no longer free.</p>	<p>Richard Vennelle ensure risk assessment is circulated to group leaders by close of play on Tuesday 1st march.</p>	<p>27.02.2022</p>
			<ul style="list-style-type: none"> - Designate a seating area towards the rear of the church, as seating where face coverings may be worn. - Rows of seats in this area to be spaced 1 metre apart. - Stewards to ensure seating is filled from row 12 forwards (See Appendix 1). 	<p>Richard Vennelle ensure risk assessment is circulated to group leaders by close of play on Tuesday 1st march.</p>	<p>27.02.2022</p>
			<p>Reduce contact between congregation members by facing all rows of chairs in the same direction. Seats not designated for those wishing to wear face coverings to be spaced 0.5 metre apart. No pre-booking required for these seats (See Appendix 1).</p>	<p>System in place. No further action.</p>	

<p>Surface transmission of the COVID-19 virus.</p>	<p>High risk of surface virus transmission:</p> <p>Where congregation members used shared facilities such as toilets within the church building.</p> <p>Where shared items such as church Bibles are used during the worship service.</p> <p>Where congregation members partake in Holy Communion during the worship service.</p> <p>Where refreshments are served to the congregation before or after the worship service.</p>	<p>Anyone entering the church premises to take part in a worship service.</p>	<p>Provide wall-mounted-hand sanitiser dispensers in the main entrance area of the church building.</p>	<p>System in place – no further action required.</p>	
			<p>Where the congregation shares in Holy Communion during a worship service, service leader should ensure that the procedures detailed in Appendix 3</p>	<p>Richard Vennelle ensure risk assessment is circulated to group leaders by close of play on Tuesday 1st March.</p>	<p>27.02.2022</p>
			<p>Where refreshments are served before or after a worship service, the procedure laid out in Appendix 4 must be followed.</p>	<p>System in place – no further action required.</p>	
			<p>Weekly cleaning teams to disinfect surfaces within the kitchen and toilets. Toilet floors to be mopped with a bleach solution. As detailed in Appendix 5 (laminated copies of Appendix 5 are in place within the church building).</p>	<p>System in place – no further action required.</p>	

<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>	<p>Update the St. Neots Evangelical Church website, and any relevant social media with information for visitors.</p>	<p>Richard Vennelle to ensure website links to current risk assessment by close of play Tuesday 1st March.</p>	<p>01.03.2022</p>
			<p>Sunday morning stewards/welcomers to provide information and advice to visitors as required.</p>	<p>In place, no further action required.</p>	

Appendix 1:
Seating plan
for Sunday
morning
services.

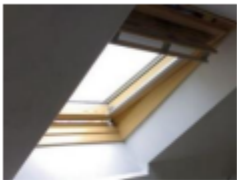







Revised Step 4 seating layout within the church building.

- 175 red chairs in total.
- Rows 1 – 7 and rows 13 – 24 are spaced 0.5m apart and may be designated as seating where face coverings are worn.
- Rows 8 – 12 are spaced 1m apart and designated as

Sunday Morning Steward's Checklist

Appendix 2

	<p>Ventilation:</p> <ul style="list-style-type: none"> • Open both rows of skylights in the hall. • Open the three windows on either side of the stage within the main hall. • Open windows in foyer area adjacent to the welcome desk.
	<p>Curtains:</p> <ul style="list-style-type: none"> • Ensure curtains have all been drawn back. • Ensure fire exit curtains have been placed in the wall-mounted 'hold-backs'.
	<p>Lighting and heating:</p> <ul style="list-style-type: none"> • Turn on lights as required. • Turn on all heaters in the foyer and main building and hot air blower above the entrance, as required during colder weather.
	<p>Rear Fire Doors in the main building:</p> <ul style="list-style-type: none"> • Ensure the white swivel tabs on the rear fire door been undone.
	<p>Welcome congregation members:</p> <ul style="list-style-type: none"> • As required, explain that Rows 6 – 10 are designated as an area specifically for those who wish to wear face coverings.
	<p>Post service</p> <ul style="list-style-type: none"> • Close windows and skylights • Draw curtains across windows. • Turn off lights and heaters.

Communion Checklist

Appendix 3:







Preparing Communion	
	Apply hand sanitiser or wear disposable gloves before preparing communion.
	Use a fresh sliced loaf to produce pre-cut squares of the bread for serving during communion.
	Only fill each glass level with the surface of the communion cup tray.
Serving Communion	
	<p>Remember:</p> <ul style="list-style-type: none">- Put on disposable gloves sanitizer immediately prior to serving the bread- <u>place</u> individual pieces of bread and communion cups <u>into the hands of the</u> congregation members.

Appendix 4: 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.
- Disposable gloves must be worn when preparing refreshments or hands washed at regular intervals when working in the kitchen.
- 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.
- Any tea towels used should be taken home, washed on a hot cycle. Ensure hands have been washed thoroughly before handling cleaned towels and returning them to the church premises.

Weekly Cleaning Team Checklist – Essential Tasks

Appendix 5:

	<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>