

## CoVID-19 Risk Assessment – NTA Tooting Staff, Volunteers and Attendees

The NTA National Trustee Board has been providing guidance regarding the effect Government Covid-19 measures on religious services conducted in churches and places of worship. Below is adapted from the latest joint guidance. The same minimum standard health protocols would apply to funeral services and burials.

The following are the minimum recommended health protocols for all NTA churches and places of worship. These have been adopted specifically for admin staff, cleaning staff, volunteers and attendees at NTA Tooting to help protect their health and safety.

We know now that the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 70 or older (65 for BME) with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured resuming of meeting and working from NTA Church premises.

The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are clinically vulnerable. Please note, public health guidance cannot anticipate every unique situation. Churches and their teams should stay informed and take actions based on common sense and wise judgment that will protect health and support the advancement of our mission.



**Risk Assessment** (08.06.2020)

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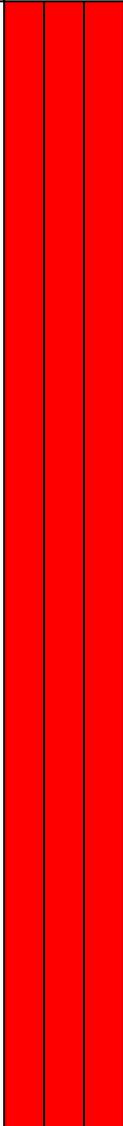
**Phase 1 – Reopening of Church for Employees, Volunteers & Media Team**

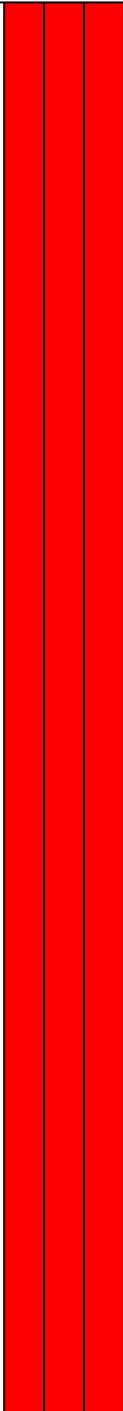
**Phase 2 – Reopening of Church for Ministries and & Small Groups**

**Phase 3 – Reopening of Church for Attendees**

No.	Hazard/Risk	Control Measures Already in Place	Impact/Individuals Affected	Status of action Phases 1/ 2/ 3	Risk owner Action needed / date Notes/comments
1.	<p><b>Hazard – Cleaning</b></p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>Poor Cleaning</li> <li>Contaminated Surfaces</li> <li>Increased risk of covid-19 spread</li> </ul>	<ul style="list-style-type: none"> <li>Revised cleaning protocols for cleaning contractor and Premises staff has been agreed</li> <li>Prioritise cleaning of rooms that are in use.</li> <li>Enhanced cleaning procedures in place across the church building, particularly in communal areas and at touch points, including procedures for cleaning at the end of each service. Particular attention must be paid to entry and exit points, gate handles, seats, taps and washing facilities, toilet flush and seats, door handles, handrails on staircases, corridors.</li> <li>Avoiding use of hot desks where possible. Otherwise cleaning workstations and shared equipment between different occupants.</li> <li>Limiting use of high-touch items and shared office equipment (for example, printers, whiteboards).</li> <li>Cleaning to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p><b>Impact:</b> Church clean prior to return/phased return. Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees</p>		<p><b>Risk Owner</b></p> <p><b>Action Phase 1</b></p> <ul style="list-style-type: none"> <li><b>Make hand sanitiser, disinfecting wipes, soap and water, or similar disinfectant readily available.</b></li> <li><b>Dates and timings of deep clean arranged</b></li> <li><b>All offices and to have gloves, tissues, sanitizers and wipes</b></li> </ul> <p><b>Action Phase 2</b></p> <ul style="list-style-type: none"> <li><b>Agree enhanced cleaning requirements</b></li> <li><b>Cleaning staff briefed of requirements</b></li> <li><b>Train all staff and volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.</b></li> </ul> <p><b>Action Phase 3</b></p> <ul style="list-style-type: none"> <li><b>Cleaner onsite throughout services</b></li> <li><b>If the church provides meals for employees, volunteers, or attendees, ensure meals are individually packed for each employee, volunteer, or attendee.</b></li> <li><b>Maintain rigorous sanitation practices like disinfection, handwashing, and cleanliness when preparing or serving anything edible.</b></li> </ul>

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2.	<p><b>Hazard – Cleaning Area: Health &amp; Safety</b></p> <p>Equipment cleaning (Keyboards/photocopiers/kitchen biometric /music and specialist equipment)</p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>• Poor Cleaning</li> <li>• Contaminated Surfaces</li> <li>• Increased risk of covid-19 spread</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning procedures should be in place for equipment to include: <ul style="list-style-type: none"> <li>○ musical instruments, microphones and equipment controls, tools, microwaves, refrigerators, kettles, keyboards, telephones, photocopiers and other office equipment</li> </ul> </li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees</p>		<p><b>Risk Owner:</b></p> <p><b>Action:</b></p> <p><b>Phase 1</b></p> <ul style="list-style-type: none"> <li>• <b>Order wipes for photocopiers and other equipment</b></li> </ul> <p><b>Phase 2</b></p> <p><b>Supplies of cleaning equipment distributed for ministries to use.</b></p> <p><b>Phase 3</b></p> <ul style="list-style-type: none"> <li>• <b>Remove Bibles, hymnals, pens, information cards, etc., from the backs of chairs/pews and the reception area</b></li> </ul>

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3.	<p><b>Hazard</b> – Poor Communication of infection control measures to staff, attendees. Poor Personal Hygiene.</p> <p><b>Area: Health &amp; Safety</b></p> <p><b>Risk:</b> Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission</p>	<ul style="list-style-type: none"> <li>• Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser if appropriate.</li> <li>• Have staff or volunteers wash or sanitise their hands upon entering the building and allow regular breaks to wash hands.</li> <li>• Church to ensure good supply of hand soap and paper towels at all times</li> <li>• Church promote the ‘catch it, bin it, kill it’ approach with staff and follow guidance on respiratory hygiene</li> <li>• Limit the amount of shared resources (e.g. stationary, microphones)</li> <li>• Avoid handing out bulletins, and instead project all announcements on screens.</li> <li>• Do not allow people to come by and pick up bulletins out of stacks</li> </ul>	<p><b>Impact:</b> Poor hygiene Increased risk of Covid-19 spread</p> <p><b>Affected Individuals:</b> Staff Attendees</p>		<p><b>Risk Owner:</b></p> <p><b>Action:</b></p> <p><b>Phase 1</b></p> <ul style="list-style-type: none"> <li>• <b>Cleaning materials and protective equipment (sanitise, wipes, gloves) to be made available for all rooms in use</b></li> <li>• <b>Unnecessary items, soft furnishings/toys that are hard to clean to be removed from rooms that are in use where possible.</b></li> <li>• <b>Hand sanitiser to be made available at entry points and in heavily used rooms</b></li> <li>• <b>Infection control to be communicated by emails, texts and posters</b></li> <li>• <b>Ensure policy and procedures are reviewed, as necessary.</b></li> <li>• <b>Ensure all hand washing signs are in toilets</b></li> </ul> <p><b>Phase 2</b></p> <ul style="list-style-type: none"> <li>• <b>Handwashing guidance and reviewed procedures to be circulated to staff and volunteers.</b></li> </ul> <p><b>Phase 3</b></p> <ul style="list-style-type: none"> <li>• <b>Guidance on hand washing communicated to attendees during Services and via Social Media</b></li> </ul>

<p>4.</p>	<p><b>Hazard -</b> Management of social distancing. Management of 2m exclusion zones</p> <p><b>Area: Premises</b></p> <p><b>Risk:</b> Contact with persons infected with Covid-19 (symptomatic or asymptomatic)</p>	<ul style="list-style-type: none"> <li>Strongly encourage the clinically at-risk population* to watch or participate in the service remotely.</li> <li><b>Designate an area inside the facility reserved for the at-risk population, or offer a service for at-risk population attendees only.</b></li> <li>Ensure proper spacing between attendees:</li> <li>Keep at least two empty seats (or six feet separation) between parties in any row, except as follows: <ul style="list-style-type: none"> <li>- Two or more members of the same household can sit adjacent to one another, with two seats (or six feet separation) empty on either side.</li> <li>- Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or six feet separation) empty on either side.</li> </ul> </li> <li>Alternate rows between attendees (every other row left empty).</li> <li>Have staff or volunteers maintain at least 6 feet separation from other individuals. If such distancing is not feasible, then other measures including face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.</li> <li>It is strongly recommended that staff and volunteers wear cloth face coverings (over the nose and mouth). If available, they should consider wearing non-medical grade face masks.</li> <li>Reduce the number of personnel coming to work at church to maintain social distancing measures.</li> <li>Stagger start and finish times to reduce congestion and contact at all times.</li> <li>Keep an online service for those who are afraid or unable to attend your service in person</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p>Clear communication ensures the whole church community is aware to any changes to the church day. Thus, reducing anxiety or uncertainty</p> <p><b>Affected Individuals:</b> Staff Attendees Visitors</p>		<p><b>Risk Owner</b></p> <p><b>Actions:</b></p> <p><b>Phase 1</b></p> <ul style="list-style-type: none"> <li><b>Consider installing screen for office</b></li> <li><b>Purchase or create stick on markings for floors and printed posters for walls</b></li> <li><b>Signage prepared and up for all areas</b></li> <li><b>Prepare and apply external social distancing signage</b></li> <li><b>Send questionnaire to attendees to ascertain the numbers who are likely to come back, advise at risk groups to shield, include available support</b></li> </ul> <p><b>Action Phase 2</b></p> <ul style="list-style-type: none"> <li><b>Determine how many volunteers you have available to assist. Limit volunteers to those who do not have pre-existing conditions and those who are under 65 years old</b></li> <li><b>Inform staff and attendees of arrangements for return</b></li> <li><b>Brief attendees pre return and on return</b></li> </ul> <p><b>Phase 3 Actions:</b></p> <ul style="list-style-type: none"> <li><b>Agree 1-way system in place and to be agreed.</b></li> <li><b>Agree seating plan for attendees</b></li> <li><b>Manage staggered entry and exit of service</b></li> <li><b>Change the way Communion is offered</b> <b>Avoid passing a plate or bowl.</b> <b>LifeWay.com offers combined elements of communion that can be picked up as people enter</b></li> </ul>
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- Increase the number of access points to enable social distancing.
- Use signage and floor markings to ensure the two-metre distance is maintained between people
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres).
- Conference calls recommended rather than face to face meetings
- Limited rooms identified for use – and marked up on tables (IT stations blocked off as needed)
- Cease hand shaking/hugging of attendees and staff.
- Pre-openings check to verify all necessary controls are in place.
- Occupancy to be limited in staff offices and staff rooms.
- Leaders to monitor and manage social distancing.
- Ensure arrangements are in place for monitoring compliance

- **Change they wall tithes are collected to ensure social distancing.**
- **Offer multiple service to encourage a greater chance of social distancing.**
- **To ensure services are evenly spread have people sign up for a service.**
- **Remember multiple services, will need to clean between each service. Possibility shorten the service time to help with the timing of cleaning thoroughly.**
- **Reminded attendees not to gather at entrance gates and only attend at the appointed time.**
- **Allocated drop off and collection times, including protocols for minimising adult to adult contact (e.g. which entrances and gates to use)**

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	<p><b>Hazard –</b> Management of Kitchen area</p> <p><b>Area: Premises</b></p> <p><b>Impact</b> Exposure to infection reduced.</p>	<ul style="list-style-type: none"> <li>Currently not in use</li> </ul>			<p><b>Risk Owner</b></p> <p><b>Action</b> <b>Phase 2</b></p> <ul style="list-style-type: none"> <li>Review once partial opening date confirmed</li> </ul> <p><b>Phase 3</b></p> <ul style="list-style-type: none"> <li>Clear guidance given to attendees and staff.</li> <li>Designated seating</li> <li>Tables moved for social distancing and marked up to ensure 2m rule.</li> </ul>
	<p><b>Hazard -</b> Use of communal areas</p> <p><b>Area: Premises</b></p>	<ul style="list-style-type: none"> <li>Offices – signs will be displayed to show maximum occupancy.</li> <li>Reception – signs will be displayed to show maximum occupancy</li> </ul>	<p><b>Impact</b> Exposure to infection reduced</p>		<p><b>Risk Owner</b></p> <p><b>Action</b> <b>Phase 1</b></p> <ul style="list-style-type: none"> <li>Rooms – signs to be displayed to show maximum occupancy</li> <li>Temporary room to be used to ensure social distancing</li> </ul>
5.	<p><b>Hazard –</b> Suspected or confirmed Covid-19 cases amongst attendees, staff and household. Asymptomatic Covid-19 cases. Display of Covid-19 Symptoms.</p> <p><b>Area: Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>Restrict access to church for only essential staff</li> <li>Staff, attendees or any visitors, such as suppliers, not to enter the church if they are displaying any symptoms of coronavirus</li> <li>Staff and attendees, to notify the church immediately of the suspected and confirmed cases in the family</li> <li>Staff and attendees who develop a continuous cough, to remain in isolation at home for 7 days and the rest of the household in isolation for 14 days). <a href="#">Follow COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees Visitors Contractors</p>		<p><b>Risk Owner</b></p> <p><b>Action:</b> <b>Phase 1</b></p> <ul style="list-style-type: none"> <li>Make sure first aiders are briefed</li> </ul>

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	<p><b>Risk:</b> Increased risk of Covid-19 Symptoms.</p>	<ul style="list-style-type: none"> <li>Staff and attendees who become unwell with a new, continuous cough or a high temperature in the premises, must be sent home and advised to the PHE advice on self-isolation periods</li> <li>If a person shows symptoms in church then they will be isolated in the xxxxx until they are able to go home.</li> <li>Where a staff member tests positive, the rest of their colleagues who have been in close contact should be sent home and advised to self-isolate for 14 days</li> <li>Close rooms used for 72 hours and follow current PHE advice of deep clean and disposal of contaminated waste</li> </ul>			
6.	<p><b>Hazard</b> - Fire First aid emergencies Changes to layout Slips trips and falls</p> <p><b>Area: Premises</b></p> <p><b>Risks:</b> Burns Asphyxiation Loss of life Loss of property Illness Injury</p>	<ul style="list-style-type: none"> <li>Review general risk assessments for rooms and other areas in use to consider changes in layout and potential risks introduced</li> <li>Ensure walking's areas and spaces between desks and emergency exit points are sufficiently wide and uncluttered</li> <li>Review emergency evacuation procedures to consider closed rooms/ alternative exits</li> <li>SL available to coordinate emergency procedures</li> <li>Qualified first aiders in place</li> <li>If a first aider is not immediately available, a SL is to take control of the situation and, if necessary, summon the emergency services</li> <li>First aid boxes replenished regularly</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees Visitors Contractors</p>		<p><b>Risk Owner</b></p> <p><b>Action Phase 2:</b></p> <ul style="list-style-type: none"> <li>Review of fire and first aid will be needed</li> <li>Staff briefed on changes</li> <li>Staff assembly point to be agreed to maintaining social distancing.</li> <li>Attendee assembly point to be agreed, social distancing should be maintained.</li> <li>All staff to be briefed on risks and controls/changes introduced</li> </ul>

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7.	<p><b>Hazard</b> – Lack of cleaning &amp; first aid products</p> <p><b>Area: Health &amp; Safety</b></p> <p><b>Risk:</b> Increased risk of exposure to Covid-19 due to a lack of products</p>		<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees Visitors</p>		<p><b>Risk Owner</b></p> <p><b>Action Phase 1</b></p> <ul style="list-style-type: none"> <li>• Office staff team bulk order cleaning and hygiene products.</li> <li>• Purchase lidded bins in rooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying</li> </ul>
8.	<p><b>Hazard</b> - Management of contractors</p> <p><b>Area: Premises</b></p> <p><b>Risk:</b> Increased risk of Covid-19 spread with unknown people</p>	<ul style="list-style-type: none"> <li>• Management of Contractors protocols need updating. Precautions in relation to COVID 19. During the COVID 19 outbreak the church will take extra precautions to protect our employees, attendees, and visitors. All contractors are instructed to strictly observe self-isolation guidance from Government.</li> <li>• Pre-work contractor briefings to ensure all are aware of measures/restrictions in place.</li> <li>• Only essential contractors in the church building.</li> <li>• Work to take place outside church hours where available.</li> <li>• Deliveries via back entrance - notices in place.</li> <li>• In addition, all contractors must adhere to the following procedures:</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Contractors</p>		<p><b>Risk Owner</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Protocols for contractors on site requires updating</li> </ul>

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		<ul style="list-style-type: none"> <li>Wash their hands prior to and on completion of works and during regular intervals throughout the day.</li> <li>Minimise close personal contact to other individuals whilst on site.</li> <li>Wipe down the areas worked on with anti-bacterial cleaner after completion of works.</li> <li>Adhere to any additional health &amp; safety requirements as advised by church staff.</li> <li>Contractor staff to have their own lone working contact and monitoring procedure in place</li> </ul>			
9.	<p><b>Hazard</b> – Essential contracts not being available to provide essential services e.g. Cleaning</p> <p><b>Area: Premises</b></p> <p><b>Risk:</b> Inadequate service delivery during and post lockdown</p>	<ul style="list-style-type: none"> <li>Church have reviewed contracts.</li> </ul>	<p><b>Impact:</b> Ensure adequate service delivery during and post lockdown</p> <p>Operational running of the church is smooth.</p> <p><b>Affected Individuals:</b> Staff Attendees</p>		
10.	<p><b>Hazard</b> - Use of Water Coolers</p> <p><b>Area: Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>Water coolers will be discounted and labelled out of use.</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p>		<p><b>Risk Owner</b></p> <p><b>Action:</b></p>

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	<b>Risk:</b> Increased risk of Covid-19 spread Direct transmission Indirect transmission		<b>Affected Individuals:</b> Staff Attendees		<ul style="list-style-type: none"> <li>Water to be ordered</li> </ul>
11.	<b>Hazzard</b> – Additional checks need carrying out to ensure all aspects associated with COVID-19 are thought about and actions taken?  <b>Area: Premises</b>  <b>Risk:</b> Increased risk of Covid-19 spread	<ul style="list-style-type: none"> <li>All required checks have continued during lockdown.</li> <li>Additional running water checks are being undertaken due to low usage at outlets.            *Legionella: If your water supply has not been drained down during the lockdown, you will need to make sure that every tap is run for a minimum of 20 minutes. Instant hot water systems need to be set to 60oC to kill off the legionella bacterium.</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Attendees		<b>Risk Owner</b>  <b>Action Phase 1</b> <ul style="list-style-type: none"> <li>The church to contact by our maintenance contractors for the air conditioning unit to ensure that they meet compliance with CIBSE Guidelines.</li> </ul>
12.	<b>Hazzard</b> – Safety of church premises  Are all ‘normal’ tasks being carried out/planned such as fire alarm testing, legionella risk assessments, repairs, Servicing of equipment  <b>Area: Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>All required checks are up to date.</li> </ul>	<b>Impact:</b> Ensure the church is Safe  <b>Affected Individuals:</b> Staff Attendees Visitors and contractors		<b>Risk Owner</b>  <b>Action Phase 1</b> <ul style="list-style-type: none"> <li>Contact contractors to confirm checks due in the coming months can be carried out.</li> <li>Updated maintenance check list to be circulated</li> </ul>

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	<b>Risk:</b> Risk of harm or injury				
	<b>Hazard – Security</b>  <b>Area: Health &amp; Safety</b>  <b>Risk:</b> Security breach Unauthorized access	<ul style="list-style-type: none"> <li>• Ensure all rooms that are not in use are adequately secured</li> <li>• Carry out regular monitoring of areas to detect any security breach</li> <li>• Ensure all external doors / windows secured to prevent unauthorised access</li> </ul>	<b>Affected Individuals:</b> Staff Attendees		
13.	<b>Hazard – Use PPE</b> Use of face masks /face coverings  <b>Area: Health &amp; Safety</b>  <b>Risk:</b> Increased risk of Covid-19 spread,	<ul style="list-style-type: none"> <li>• Allow individual choice.</li> <li>• Masks and gloves have been secured by church for any staff who request.</li> <li>• Ensure sufficient supply of protective equipment for additional cleaning duties</li> <li>• Ensure PPE is worn correctly</li> <li>• Face coverings or face masks where instructed to be used for specific clinical reasons will not be worn by attendees</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Attendees		<b>Regular review if new government advice comes out</b>
14.	<b>Hazard -</b> Management of Staff, Students, Visitors onto the site  <b>Area: Health &amp; Safety</b>  <b>Risk:</b> Increased risk of Covid-19 spread,	<ul style="list-style-type: none"> <li>• Visitors kept to minimum. All visitors on site to be briefed by office staff of social distancing measures</li> </ul>	<b>Impact:</b> Exposure to infection reduced.  <b>Affected Individuals:</b> Staff Attendees		<b>Action:</b> <b>Phase 1</b> <ul style="list-style-type: none"> <li>• <b>Marking of areas e.g. floors, staircases and corridors</b></li> <li>• <b>Entry and exit to church</b></li> <li>• <b>One-way corridors and staircases</b></li> </ul>

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15.	<p><b>Hazard</b> - Staff and attendees with greater susceptibility (Shielded - clinically extremely vulnerable attendees and staff - underlying medical conditions - pregnancy - age - BAME or other risk category)</p> <p><b>Area: HR/Health &amp; Safety</b></p> <p><b>Risk:</b> Greater risk of Covid-19 spread</p>	<ul style="list-style-type: none"> <li>Attendees and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend church.</li> <li>Follow guidance available from PHE on shielding and protecting people who are clinically extremely vulnerable for staff, attendees and contractors)</li> <li>Continual monitoring for any changes in personal health of any staff working and attendees</li> </ul>	<p><b>Impact:</b> Exposure to infection reduced.</p> <p><b>Affected Individuals:</b> Staff Attendees Contractors</p>		<p><b>Action:</b></p> <p><b>Monitor changes in guidance</b></p> <ul style="list-style-type: none"> <li><b>Clinically vulnerable individuals who cannot work from home or intend to return to work must carefully assess and discuss with line management whether this involves an acceptable level of risk-should the level of risk be unacceptable, or medical advice is to remain at home they should not return to work</b></li> </ul>
16.	<p><b>Hazard</b> – Church Trips</p> <p><b>Area: Health &amp; Safety</b></p> <p><b>Risk:</b> Stranded Increased risk of Covid-19 spread</p>	<ul style="list-style-type: none"> <li>The UK Government has advised against all overseas trips</li> <li>Follow current PHE guidance</li> </ul>	<p><b>Impact:</b> Reduced exposure to Covid-19</p> <p><b>Affected Individuals:</b> Staff Attendees</p>		
	<p><b>Hazard</b> – Church trips cancellations</p> <p><b>Area: Finance</b></p> <p><b>Risk:</b> Loss of income</p>	<ul style="list-style-type: none"> <li>Church trips currently being reviewed, and negotiations are taking place where appropriate for refunds.</li> <li>Trips for Autumn 2020 and Spring 2021 are being reviewed regularly.</li> </ul>	<p><b>Impact:</b> Reduced financial loss to church</p> <p><b>Affected Individuals:</b> Staff</p>		<p><b>Review ongoing</b></p>

No.	Hazard/Risk	Control Measures Already in Place	Impact/Individuals Affected	Status of action Phases 1/ 2/ 3	Risk owner Action needed / date Notes/comments
17.	<b>Hazard</b> – Cancellation of church lettings  <b>Area: Finance</b>  <b>Risk:</b> Loss of income	<ul style="list-style-type: none"> <li>The impact of church lettings income has been identified as a risk in the church budget plan for 2020/21.</li> </ul>	<b>Impact:</b> Reduced income for Church  <b>Affected Individuals:</b>	<div style="background-color: red; width: 100%; height: 100%;"></div>	<b>Lettings will be reviewed in July 2020.</b>
18.	Hazard – Unbudgeted costs incurred due to Covid-19.  <b>Area: Finance</b>  <b>Risk:</b> Loss of income	<ul style="list-style-type: none"> <li>Church is keeping a spreadsheet of additional expenditure.</li> </ul>	<b>Impact:</b> Reduced income for Church  <b>Affected Individuals:</b>	<div style="background-color: red; width: 100%; height: 100%;"></div>	
19.	<b>Hazard</b> - Sunday School & Small Group		<b>Impact:</b> Reduced exposure to Covid-19  <b>Affected Individuals:</b> Staff Attendees	<div style="background-color: green; width: 100%; height: 100%;"></div>	<b>Action:</b> <b>Phase 3</b> Consider whether to will have Sunday school or small groups  Make sure to communicate if and when these classes will resume.  Consider dividing groups to maintain the social distancing standards.  Pre-register children to limit how many are in any room at a time.

No.	Hazard/Risk	Control Measures Already in Place	Impact/Individuals Affected	Status of action Phases 1/ 2/ 3	Risk owner Action needed / date Notes/comments
				<div style="background-color: #90EE90; width: 100%; height: 100%;"></div>	<p>Limit leaders in Sunday school to those who do not have pre-existing conditions. Also limit leaders to those under 65 years old. Have extra volunteers to help</p> <p>Allow small groups to use the church on different days/nights if they choose to meet in person.</p>
20.	<p><b>Hazard</b> - PRAISE TEAMS, BANDS,</p>			<div style="background-color: #FF0000; width: 100%; height: 100%;"></div>	<p><b>Action:</b></p> <p><b>Phase 3</b> Do not use the full team. Consider rotations. Assign microphones and use the same one every time.</p> <p><b>Choir:</b> Consider suspending choir practices as forceful breathing and exhaling can expel the virus further if someone is infected. However, you could consider using smaller numbers as you reintroduce choir to the service.</p> <p>Also space members out appropriately (consider using a diamond pattern with six feet of spacing between members.</p> <p>Dismiss the choir in a fashion to allow distancing.</p>
21.	<p><b>Hazard</b> - TECH TEAMS</p>			<div style="background-color: #FF0000; width: 100%; height: 100%;"></div>	<p><b>Action</b></p> <p><b>Phase 1</b></p>

No.	Hazard/Risk	Control Measures Already in Place	Impact/Individuals Affected	Status of action Phases 1/ 2/ 3	Risk owner Action needed / date Notes/comments
					<p>Clean microphones, headphones, computers, laptops, etc. after every use.</p> <p>Keep a record of when each item was cleaned. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.</p> <p>Rotate your tech team if possible. Again, encourage those who feel sick or run down to not come into the service.</p> <p>Secure a CCLI license for copyright compliance if you do</p>

	Print Name	Position	Signature	Date
Person completing the assessment:				
Person reviewing the assessment:				
Date completed:				

**Checklist:**

- Create clear communication channels for all section of church population
- Map out correct spacing for social distancing
- Screen staff and volunteers
- Brief staff and volunteers on face covering, hand hygiene, cough etiquette, cleanliness, and sanitation.
- Implement signage and floor markings to ensure the two-metre distance is maintained between persons.
- Implement cleaning rota at entrances which must be signed after each deep clean

- Colleagues must not enter the church building/office without viewing the signed cleaning rota for that day/shift.
- Ensure there is soap, paper towels, hand sanitisers (min 60% alcohol) in toilet area.
- Staff and volunteers to clean workspace, instruments and machines before use.
- Observe strict hours of work

**Modification to facility:**

- Partitions for office desks
- Remodel sound desk area.
- Partitions for sound booth
- Cough sneeze screens for stage area

\*At-risk population are those who are 70 or older (65 BAME), especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system