

Health and Safety Risk Assessment – Reopening of Churches – COVID-19

Church	All Saints Presbyterian Church			Assessment No.	#3
Site	All Saints Church	Location	Newcastle		
Subject of Assessment	Congregational Support Groups				
Assessed by	The Session	Date	14 th September 2020	Review date	Ongoing
Details of Activity	The support groups are for members of ASPC or regular attenders of the church. The sessions will consist of prayer, hymns/psalm, bible reading and teaching. Each session will last an hour.			Persons Affected <i>(Who may be harmed)</i>	
				Ministers and church staff Members of the congregation and regular attenders	

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>	Residual Risk Level <i>(Very High, High, Medium, Low)</i>
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic, or someone unaware that they are infected	<ul style="list-style-type: none"> The church has informed all members and employees not to attend a support group sessions if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); An email with specific protocol for the support group session has been sent to the church. The church staff have been briefed and consulted the procedures for the support group sessions. Employees have had sufficient training and briefing regarding infection control and school protocols; Staff are up to date on guidance for the safe use of places of worship during the pandemic. 	Medium	<p>Continued congregational engagement.</p> <p>Responsible: Benjamin Wontrop (Minister of Pastoral Care) / Group leader</p> <p>Safety briefings: Benjamin Wontrop (Minister of Pastoral Care)</p>	Low

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2.	Spread/contraction of COVID-19 due to lack of social distancing measures on arrival	<p>Arrival at The Group Session:</p> <ul style="list-style-type: none"> Participants upon arrival are greeted (from a 2m distance) by the group leader and directed to marked out seating areas that fulfil group limits and social distancing requirements. Participants arriving at the same time are asked to form a que with 2m distancing. Entrance doors are propped open, reducing the number of occupants touching the doors. Hand-wash stations are located at the entrance to the church. All congregants are required to wash their hands (hand sanitiser) on entry to the church. Each family is given a bottle of sanitiser to keep for the duration of the pandemic. Good hand washing signage to instruct congregants how to do this effectively is displayed. Participants will enter only through the main doors. Participants will be required to wear facecoverings 	Medium	<p>Responsible: Group leader</p> <p>All participants to follow the briefing they have been given and to sanitise hands as they pass through the door on entry and exit.</p>	Low
3.	Spread/contraction of COVID-19 due to lack of social distancing measures upon departure	<p>Exit from The Group Session:</p> <ul style="list-style-type: none"> Participants are asked to wipe down their seating area. Participants who are picked up can do this in the usual way that it would be done for church. Participants must leave via the main church doors. Exit doors are propped open, reducing the number of participants touching the doors. Participants are reminded to wash hands as they leave the church building. Hand-wash stations are located at the exit from the church. Good hand washing signage to instruct congregants how to do this effectively is posted in relevant areas. 	Medium	Responsible for procedures: Group leader(s)	Low

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4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the group	<p>During the Group Session:</p> <ul style="list-style-type: none"> No more than 15 participants over the age of 5 years (in addition to staff) will be present at a support session. Attendees aged 11 or above are asked to wear face coverings <i>at all times</i> Households/support bubbles will remain separate at all times; there will be no mingling. 2m markers will be on the floor in each zone to assist with transiting. Attendees will have pre-registered for any given support group session held at key times (where demand is likely to exceed supply). This prevents the arrival of more than 15 adults to any given session. A register of attendance will be kept to assist with NHS Track and Trace in addition to displaying the government issue Track and Trace QR posters. 	Medium	Responsible: elders, deacons and group leaders	Low
5.	Spread/contraction of COVID-19 due to singing.	Singing has been discouraged by government guidance. However singing is part of the church's confessional standard and therefore is a matter of conscience for us. Singing will form part of our support groups but it will be less frequent, of shorter duration and be entirely unaccompanied. Masks will be worn whilst singing (as at all times).	High	Responsible: elders, group leader(s)	Medium
6.	Spread/contraction of COVID-19 during social interaction before or after the group	Those attending the support groups have been told not to socially interact with those outside their own household/support bubble. They are encouraged to arrive on time and leave promptly. No mingling or social interaction between households/support bubbles will be permitted on the church premises.	Medium	Staff/congregants briefed on new procedures. Responsible: Group leader(s)	Low

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7.	Spread/contraction of COVID-19 due to attendees not washing hands or poor hygiene.	<ul style="list-style-type: none"> • Participants and staff have been briefed on hand cleaning protocol. • Parents will assist children and young people who have trouble cleaning their hands independently. • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> • Entry and exit from the church; • After using the toilet; • Unnecessary touching of the face is discouraged. • Toilets and wash stations have air dryers for drying hands. Congregational has been told not to use kitchen facilities for washing hands 		Responsible: elders, deacons, group leader(s)	
8.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The church has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> • The regular church cleaner will be cleaning before and after Sunday services. • Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops and manipulatives. This will be routinely carried out in between the two Sunday services. • If an area is suspected to have been contaminated by coronavirus the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings. • Participants will be asked to clean their own places before leaving the group with disinfectant wipes provided by the church 	Medium	Responsible: deacons and church administrator in conjunction with cleaners. Participants	Low
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> • Dealing with first aid; • Dealing with a suspected case 	<ul style="list-style-type: none"> • Any person exhibiting symptoms of the virus is asked to leave the building immediately, together with their family unit. • Our congregation comprises a large number of healthcare professionals alongside a number of lay people with first-aid training. Appropriate precautions will be taken. <p>Waste disposal measures</p>	Medium	Enhance cleaning regime in place across the church. Responsible: deacons and church administrator Group Leader(s)	Low

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<p>of Covid-19;</p> <ul style="list-style-type: none"> • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put 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 waste is stored for at least 72 hours and then put in with the normal waste; 			
<p>10. Spread/contraction of COVID-19 due to lack of social distancing measures through unsuitable use of toilets.</p>	<ul style="list-style-type: none"> • Vulnerable persons are asked to use accessible facilities only. No one else may use them. • One in one out management of toilets is in place. The exception to the rule is that a family unit may occupy the toilets concurrently. • Congregants are asked to wipe down key touch points after use e.g. taps. • Toilets are cleaned regularly • Toilet external doors are left propped open. • Toilet use protocols are managed by deacons and group leader(s) 	Medium	<p>Responsible: deacons and group leader(s) to ensure the system operates effectively.</p> <p>It is the responsibility of participants to ensure they follow the briefing that has been issued to them.</p>	Low

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11.	Lack of suitable premises management	<ul style="list-style-type: none"> The church adheres to the government guidance on managing buildings that are partially open. The church has applied government guidance regarding continued premises management. The Minister of Pastoral Care will be overseeing the management of the premises for the purpose of these support groups and will be selecting appropriate leaders to assist him. Appropriate cleaning levels are in place. Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. 	Medium	<p>Enhanced cleaning program implemented for all populated locations.</p> <p>Suspect Covid 19 waste is to be double bagged and kept for 72 hrs before disposing of normally.</p> <p>Responsible: Benjamin Wontrop (Minister of Pastoral Care) deacons and church administrator. Group Leader(s)</p>	low
12.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements. Safe exit via the nearest final exit. The deacons and stewards will sweep all used areas of the church. All other fire system testing and maintenance has continued as normal. 	Medium	Responsible: elders and deacons	Low