

Kidderminster Evangelical Church

COVID19 Risk Assessment – Sunday Services, Midweek Bible Study/Prayer meetings, Business meetings

July 2020

1st Draft - 17th July 2020 – produced by Philip Hearn

Version - 29th July 2020

Version - 1st August 2020

Version - 12 January 2021 – items in bold

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Approved by the elders/charity trustees

Date: 4th August 2020

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Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
SEVERITY / SIGNIFICANCE / CONSEQUENCE						

Score = Severity x Likelihood + 2 x Severity

(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

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Risk:		Coronavirus entering the premises and potentially infecting users of the building					
Persons at risk		Pastor, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3	
	Severity	5			Severity	3	
	Overall Risk	35			Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend		Pastor/ A/V Operator	Information included in guidance emailed/given to regular attenders and posted on church website. Included in on screen notices prior to meeting and announcement at start of meeting. Contractors informed. Anyone attending who is symptomatic will be asked to leave and self isolate following government guidance.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		Pastor A/V Operator	Information included in guidance emailed/given to regular attenders and posted on church website. Included in on screen notices prior to meeting and announcement at start of meeting. Contractors informed
3. Verbal symptom checks on entry		Pastor/ Welcome Steward	Poster of symptoms and request not to enter if symptomatic placed at entrance

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<p>Welcome steward to ask all attendees on arrival and anyone showing symptoms will be requested to leave and self isolate in accordance with government guidelines.</p> <p>Contractors checked on arrival.</p>
4. Everyone to use hand sanitiser on entry to the building		Pastor	<p>Information included in guidance emailed/given to regular attenders and posted on church website.</p> <p>Table with sanitiser set up for use on entry</p>
5. Face covering is compulsory within the building.		Pastor	A small supply of face masks to be made available at entrance for anyone arriving who does not have one to wear one in the building.
6. Maintain register of attendees for 21 days.		Pastor/ Welcome Steward	Register kept through booking system, knowledge of those attending and form for visitors to complete.
7.			
8.			

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Risk:		Transmission of Coronavirus to an individual direct from an infected person on the premises					
Persons at risk		Pastor, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3	
	Severity	5			Severity	3	
	Overall Risk	35			Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m+)		Pastor	Information on social distancing required on arrival on the premises by car, bike or walking and throughout meeting included in guidance emailed/given to regular attenders and posted on church website. Markers outside showing three metre distance will be placed if necessary because of queuing for entrance.
2. Signage in place to remind people of safe practices		Pastor	Signs put up in entrance and in main church on social distancing.
3. Face covering is compulsory within the building		Pastor	Information included in guidance emailed/given to regular attenders and posted on church website. Notices placed at entrance to the building.
4. One-way system of flow through building to avoid pinch points if necessary		Pastor/ Welcome Steward	Information on entering and exiting the building included in guidance emailed/given to regular attenders and posted on church website. Entry in through front (disabled) entrance next to car park and if necessary because of high numbers , out

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<p>through fire exit door beside kitchen for those seated at front and out through front (disabled) entrance for the disabled and those seated at the rear of meeting hall.</p> <p>Welcome Steward to manage flow on entry and use of toilet on entry and during meeting. Appropriate signage in building.</p> <p>The meeting leader will direct the order of people leaving at the end of the meeting.</p>
5. Areas marked out of bounds where appropriate		Pastor	Notices and tape used as necessary to mark off toilets (except front disabled toilet and rear toilets) as well as the creche area, stacks of chairs and tables in rear hall.
6. Capacity monitored and entry stopped when capacity reached		Pastor/ Welcome Steward	Booking system for regular attenders and visitors; small overflow seating area by doors in rear hall to make space for unbooked visitors. Any seated in rear hall to use rear hall toilets if needed during service.
7. Seating set out according to bookings taking account of required “2 metre plus” social distancing		Pastor/ Leader/ Welcome Steward	<p>Capacity of up to 14 attendees, including up to 4 staffing the meeting.</p> <p>Tape to be used to mark out two metre boxes on the floor of main meeting room and two metre spacing in entrance hall round to toilet. Seating will be placed at, at least, 3 metre spacing between household bubbles.</p>
8. No physical or social contact between persons from different households/bubbles whilst on the premises, inside and		Pastor/Leader	People to be seated and not to move around the building or have social contact with others, except for

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
outside the building.			going to toilet using disabled toilet in entrance. Information included in guidance emailed/given to regular attenders and posted on church website. Reminder included in on screen notices prior to meeting.
9. It is recommended that shielded patients and over 70's not attend meetings on the premises.		Pastor	Information included in guidance emailed/given to regular attenders and posted on church website. People in these and other vulnerable categories will be allowed to decide for themselves whether to attend or not on basis of measures put in place to negate risks.
10. It is strongly urged that any who can stay at home to participate in meetings online via zoom or Livestream do so and only those for whom this is not possible or suitable attend the meeting in person.		Pastor	Information emailed to regular attenders and posted on website.
11. No singing will take place during services to prevent droplets and aerosols being spread in the air.		Pastor/Leader	Music and songs played via computer and quiet humming is allowed. Meeting leader to remind people of this during meeting.
12. Precautions against contamination will be taken in the preparation and serving of the bread and the cup during communion meal held at a meeting in the building. (No other food and drink will be served on the premises in relation to these meetings.)		Pastor/Leader	The bread will be cut into pieces before the meeting and placed into communion dishes by person wearing disposable gloves. The cup will be poured into individual cups by a person wearing disposable gloves. The bread and cups will be placed on table in the meeting room and covered with clingfilm and cloth.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<p>No words will be spoken over uncovered bread or cups.</p> <p>The person serving the bread will put on new disposable gloves, uncover the bread and place individual pieces of bread into the out-stretched hand of each person who wishes to receive it at their seat, without touching that person’s hand.</p> <p>The person serving communion will, still wearing gloves, distribute the cups, placing one in the hands of each person wishing to receive the cup at their seat. The fellowship will drink together and the cups will be collected by the person serving communion wearing disposable gloves.</p> <p>If the person serving communion wishes to partake they will need to remove their gloves, sanitise their hands before taking the communion and then put on clean gloves.</p> <p>Cups will be washed wearing disposable gloves and apron in warm soapy water and stored away. Dishes and cup trays will be wiped and cloths washed before re-use. Cloths should be taken from the building in a sealed bag and then placed straight into a washing machine.</p>

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13. Everyone to use hand sanitiser on leaving the building.		Welcome Steward/Leader	Hand sanitiser station at exit by (disabled) entrance and by fire exit door in alcove. Meeting leader to remind people to do this at the end of meeting as well as stewards at the exits.
14. Doors and windows to be open during meeting, weather conditions permitting, to improve ventilation.		Pastor/Steward	Only one identified person will be responsible for opening and closing doors and windows to limit number of people touching surfaces.
15. Meetings will aim to be no longer that 1 hour in duration		Pastor/Leader	
16.			
17.			

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Risk:		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible (where appropriate for fire safety and weather permitting) to reduce contact with door handles.		Steward	Entrance and exit doors to be kept open, weather permitting. If entrance/exit doors closed door should be opened and closed by Steward, except in emergency. Door handles to be regularly wiped with anti-bacterial wipe.
2. Attendees asked to take care not to touch any surfaces in the church except their chairs and toilet facilities if they use them and to sanitise their hands regularly.		Pastor	Information included in guidance emailed/given to regular attenders and posted on church website.
3. Regular wiping with anti-bacterial wipes before/during/after meetings of surfaces touched regularly by more than one person/household/bubble during meeting.		Steward	Sanitising tables to be wiped before and after meeting. Attendees should only be touching bottle of sanitiser as far as possible. Computer/Sound system cupboard may also need to be wiped if touched by people from more than one household.
4. Offering box to be available for use in usual place inside sliding doors on left as entering the main church hall. Care should be taken not to touch the box when placing envelope into the box.		Pastor/ Leader/ Treasurer's asst	Offering box – envelopes laid out on entrance table to be picked up individually and dropped into box without touching the box if possible. Members encouraged to use on line banking.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
			Contents of the box to be removed from church at end of meeting and money to be handled and counted by one person wearing disposable gloves after 72 hours.
5. Building not used again for 72 hours or area of building and chairs used to be thoroughly cleaned between uses.		Pastor	Cleaning regime to be established between the building being used for meetings.
6. No serving of food and drink items prior to, during or after the service (except for communion – see above).		Pastor	Small items of food and bottled drink brought onto the premises may be consumed by those who brought them but must not be shared outside of household/bubble on the premises. Information included in guidance emailed/given to regular attenders and posted on church website.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.		Pastor/ Welcome Steward	Book cases/leaflet stands emptied, covered up with sheet or closed. Information on bibles included in guidance emailed/given to regular attenders and posted on church website
8. Microphones and other audio visual equipment only to be touched by operator in setting up and putting away.		A/V Operator	Computer/audio visual operator(s) only to clean and set up microphones, projector and camera as required before meeting and to clean if necessary before putting away projector at the end of the meeting.
9. No cushions for seats to be provided.		Pastor/ Steward	Cushions may be brought by attendees but must be taken home afterwards and not left on the premises. Information included in guidance emailed/given to regular attenders and posted on church website.
10.			
11.			

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Risk:		Transmission of Coronavirus to an individual via toilet facilities				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Multiple cubicle toilets to be closed and only disabled toilet at front of church and two toilets off the rear hall to be in use.		Pastor	Signs on multiple cubicle toilets to indicate not in use. Signs on toilets in use as single occupancy use only, one out/one in unless assisting a member of household/bubble
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray or wipes.		Pastor/ Cleaner	Wipes provided in each of the toilets for attendee to clean surfaces, handles and locks, taps, toilet seat and flush handle, basin. The toilet bowl will be cleaned by detergent in flush. Notice in toilet to advise on cleaning of surfaces after use and to leave toilet as you found it..
3. Toilets supplied with disposable hand towels and soap. Used hand towels and wipes to be placed in the bin provided in the toilet.		Pastor/ Cleaner	Hand-washing information to be displayed in toilets. Bins to be emptied after each meeting, bagged and put in external dustbin.
4. Children under 11 to be accompanied to the toilet		Parents	

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. Toilet facilities to be thoroughly cleaned between meetings.		Pastor/ Cleaner	Included in cleaning regime for between meetings.
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7.			
8.			
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10.			
11.			
12.			

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Risk:		Transmission of Coronavirus to an individual via contaminated waste				
Persons at risk		Cleaners and anyone else handling waste				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible or place in bins available.		Steward	Information included in guidance emailed/given to regular attenders and posted on church website. Bins to have bin-bags in and lids off.
2. All waste to be assumed contaminated and handled appropriately.		Cleaners	Information contained in cleaning regime for those involved in cleaning.
3. Anyone handling waste to be informed of suitable working practices.		Pastor	Information contained in cleaning regime for those involved in cleaning.
4. All waste handled wearing face covering, disposable apron and gloves.		Cleaners	Information contained in cleaning regime for those involved in cleaning.
5. All bins lined with disposable liners and all waste double bagged prior to disposal.		Cleaners	Information contained in cleaning regime for those involved in cleaning.
6.			
7.			
8.			

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
9.			
10.			
11.			
12.			

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Risk:		Transmission of Coronavirus to an individual via working in the church building				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Employee to work from home and avoid in-person meetings on the premises, using zoom to hold meetings as far as possible.		Pastor	
2. Restrict attendance of individuals at meetings on premises to those absolutely necessary and maintain social distancing and wearing face covering throughout.		Pastor	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.		Pastor	
4. Hand sanitiser to be used on entry to building before meeting and on leaving after meeting.		Pastor	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.		Pastor	
6. Implement cleaning procedures for goods and items entering the premises.		Pastor	Information contained in cleaning regime for those involved in cleaning.
7. Implement cleaning procedures for any items used eg chairs, toilet etc as per previous entries if being used again within 72 hours.		Pastor	Information contained in cleaning regime for those involved in cleaning.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
8.			
9.			
10.			

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Risk:	General					
Persons at risk	All					
Risk Rating before control measures	Likelihood			Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk				Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use pre-event checklist to ensure all main control measures have been/are being complied with.		Pastor/ Leader	Trustees to assess risk of any item not completed and whether it can be mitigated for meeting to proceed.
2. Use cleaning checklist to ensure that all necessary cleaning has been carried out prior to meeting		Cleaners	
3.			
4.			
5.			
6.			
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Review/Revision Record

Date of Review	Confirmed by	Comments