

**Kidderminster Evangelical Church**

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

July 2020

**1<sup>st</sup> Draft - 17<sup>th</sup> July 2020 – produced by Philip Hearn**

**Version - 29<sup>th</sup> July 2020**

**Version - 1<sup>st</sup> August 2020**

**Version - 12<sup>th</sup> January 2021**

**Version - 16<sup>th</sup> March 2021**

**Version - 9<sup>th</sup> April 2021 (Outdoor singing included)**

**Version - 21<sup>st</sup> July 2021 (all legal restrictions lifted)**

**Risk Assessment carried out by:** Philip Hearn, Louise Weber, Wana Turner,

**Approved by the elders/charity trustees**

**Date: 4<sup>th</sup> 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.

<b>Likelihood / Probability</b>
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

<b>Severity / Significance / Consequence</b>
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

<b>RISK / PRIORITY INDICATOR MATRIX</b>						
<b>LIKELIHOOD / PROBABILITY</b>	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
		<b>SEVERITY / SIGNIFICANCE / CONSEQUENCE</b>				

Score = Severity x Likelihood + 2 x Severity  
 (this formula places additional emphasis on high severity issues)

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

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<b>Risk:</b>		<b>Coronavirus entering the premises and potentially infecting users of the building</b>				
<b>Persons at risk</b>		Pastor, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	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	Information included in guidance emailed/given to regular attenders and posted on church website.  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	Information included in guidance emailed/given to regular attenders and posted on church website.  Contractors informed
3. Verbal symptom checks on entry		Pastor/ Welcome Steward	Poster of symptoms and request not to enter if symptomatic placed at entrance  Welcome steward to ask all attendees on arrival and any showing symptoms will be requested to leave and self isolate in accordance with government guidelines.  Contractors checked on arrival.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
4. Everyone to use hand sanitiser on entry to the building		Pastor/ Welcome Steward	Information included in guidance emailed/given to regular attenders and posted on church website.  Table with sanitiser set up for use on entry
5. The wearing of face covering is recommended when moving around the building and if singing loudly, but is voluntary?		Pastor/ Welcome Steward	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 if wanted.
6. A record of attendees will be kept for 21 days after the meeting to assist NHS Test and Trace if needed.		Pastor/ Welcome Steward	Record compiled on arrival of regular members of the congregation attending and form for visitors to complete on a voluntary basis.
7.			
8.			

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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Social distancing is not required but it is recommended not to remain in close proximity to people outside household/bubble for prolonged periods of time indoors		Pastor	Seating of rows of four chairs will be at 1.5m intervals and recommend seating in household rows as far as possible
2. Face covering is recommended when moving around the building and if singing loudly but voluntary		Pastor	Information included in guidance emailed/given to regular attenders and posted on church website.
3. Capacity monitored and entry stopped when capacity reached		Pastor/ Welcome Steward	Capacity due to type of seating is 49, so building not crowded.
4. Physical and social contact between persons from different households/bubbles whilst on the premises, inside and outside the building is at discretion of individuals		Pastor/Leader	People should be sensitive to the concerns of others over social distancing and physical contact
5. It is recommended that clinically extremely vulnerable people continue to avoid close contact and maintain social distance of 2m and others may also continue to want to maintain 2m social distance		Pastor	2m socially distanced seating will be made available for any who wish to attend who are clinically extremely vulnerable and for others who have let the pastor know that they still wish to socially distance by 2m.
6. Singing will take place during services and people are free to join in. It is recommended that people should not sing loudly and those who want to are recommended to wear a face covering for the protection of others.		Pastor/Leader	

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
<p>7. 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.</p>		<p>Pastor/Leader</p>	<p>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.</p> <p>The bread and cups will be placed on table in the meeting room and covered with a cloth. 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>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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Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Everyone is recommended 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.
9. Doors and windows to be open during meeting, weather conditions permitting, to improve ventilation.		Pastor/Steward	Steward will be responsible for opening and closing doors and windows to limit number of people touching surfaces.
10. Refreshments are permitted to be served		Pastor	Those preparing, serving and washing up after refreshments are the only people permitted to enter the kitchen. They should sanitise their hands before doing so.
11.			
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<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	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 unnecessarily 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 of surfaces touched regularly by more than one person/household/bubble during meeting.		Steward	Sanitising tables to be wiped before the 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.		Pastor/ Leader/ Treasurer's asst	Offering box – envelopes laid out on entrance table. Members encouraged to use on line banking.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. Surfaces to be cleaned prior to meetings.		Pastor	Cleaning regime to be established between the building being used for meetings.
6. Bibles and other books may be handed out to attendees but should not be shared with others outside of a household.		Pastor/ Welcome Steward	Any books used from the bookshelf should be placed in the box provided in the entrance and not used for 48 hours.
7. 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.
8. Cushions for seats will not 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.
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<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via toilet facilities</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. The single cubicle toilets, ie the disabled toilet at front of church and two toilets off the rear hall, will be cleaned and in use for the meetings.		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. Toilet facilities to be thoroughly cleaned between meetings.		Pastor/Meeting leader/ Cleaner	Included in cleaning regime for between meetings.

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<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via contaminated waste</b>				
<b>Persons at risk</b>		Cleaners and anyone else handling waste				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	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.
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<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
9.			
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<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via working in the church building</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	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 necessary		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 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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8.			
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<b>Risk:</b>	<b>General</b>					
<b>Persons at risk</b>	All					
<b>Risk Rating before control measures</b>	Likelihood			<b>Risk Rating after control measures</b>	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	
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**Review/Revision Record**

Date of Review	Confirmed by	Comments