

**MATTHEW HENRY EVANGELICAL CHURCH, BLACON, CHESTER**  
**RISK ASSESSMENT FOR MEETING IN THE BUILDING DURING COVID-19**  
**(Agreed by Trustees & Covid Team 15 July 2020)**

<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<b>Persons at risk:</b> Ministers, leaders, members, attendees, contractors, cleaners			
<b>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Ask everyone symptomatic not to attend	Trustees	Yes	Notice on website, email and verbal communication
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Trustees	Yes	Notice on website, email and verbal communication
3. Verbal symptom checks on entry	Covid Team	Yes	Appoint someone to welcome and ask as registering person entering
4. Ask vulnerable not to attend in person	Trustees	Yes	Website and email/verbal communication
5. Everyone to use hand sanitiser on entry to the building	Covid Team/Individual	Yes	Hand sanitiser located on entry and at other points in building with notices
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Covid Team	Yes	Meeting leader to be informed and instruct. Also inform Christine Jones if not present
7. Display suitable posters to ask people with symptoms not to enter the building	Trustees	Yes	Posters put on front door and outside display
8. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Individuals	Continuous	
9. All contractors to complete the 'Contractor Checklist'	Trustees/Contractor	Yes	As necessary

<b>Risk: Transmission of Coronavirus to an individual direct from infected person</b>			
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Trustees/Individuals	Yes	
2. No physical contact between persons from different households/bubbles	Individuals	Continuous	Reminder from meeting leader
3. Attendees advised to wear a face covering	Trustees/Individuals	Continuous	Not mandatory but will be reviewed in light of ongoing advice
4. Clearly marked out flow of movement for people entering and leaving the building to avoid pinch points	Covid Team	Yes	One way marked out and distancing markers as appropriate
5. Areas marked out of bounds where appropriate	Covid Team	Yes	
6. Seating arrangements adapted for social distancing	Covid Team	Yes	
7. Capacity monitored and entry stopped when capacity reached	Person on door	Yes	Capacity will be reviewed in response to Government guidelines
8. No singing during services	Meeting leader/individuals	Yes	To be explained and complied with by individuals
9. Signage in place to remind people of safe practices	Trustees	Yes	Signs on entry and at appropriate locations
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.			No changes required to entrance/exits
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Person on door and meeting leader	Individual/ Continuous	Pre and in meeting reminders
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Trustees	Yes	Advise those in these categories to follow the Government advice

<b>Risk: 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>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Doors kept open where possible to reduce contact with door handles	Covid Team	Yes	Person opening the building to open relevant doors after using hand sanitiser
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Covid Team/Cleaner	Yes	Cleaner or person identified for the meeting depending on use (e.g. Foodbank)
3. No passing of collection bag and collection counted wearing clothes or sanitised immediately afterwards.	Treasurer & Person assisting	Yes	Ask people to put their giving in a bag/plate without touching as they exit.
4. Toilets supplied with disposal hand towels, hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Covid Team/Cleaner	Yes	
5. Building not used again for 72 hours or sections of building used building thoroughly cleaned between uses.	Covid Team/Cleaner	Yes	Cleaner will clean on Wednesday over 24 hours after Alcoholics Anonymous meeting on Monday evening. Food bank on Friday occupies part of building. Cleaning will reclean/sanitise those section on Saturday.
6. No serving of food and drink items prior to, during or after the service.	Covid Team	Yes	No refreshments will be served until further advice given by Government
7. Communion preparation – use individual glasses and precut bread	Covid Team	Yes	Individual glasses to be prepared by one person following guidelines. Bread to be precut into small pieces and placed on serving plate
8. Communion serving – maintain safe distances, only touch elements that individual is taking.	Covid Team	Yes	Those serving to maintain a safe distance from the elements when sharing and leading in prayer.
9. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Covid Team	Yes	Bible/songbooks removed/not made available
10. Microphones and other equipment kept to a single individual, <b>unless not touched and left on stand</b>	PA Team Leader/preacher	Yes	<b>Leave microphone on stand. If need to handle then wipe with anitbac.</b>
11. Keep Register of attendees	Trustees/Welcoming person	Yes	People will be registered on entry by the welcoming person. Register kept securely for 21 days

<b>Risk: Transmission of Coronavirus to an individual via toilet facilities</b>			
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Covid Team/Cleaner/Individuals	Yes	Sanitiser wipes to be provided for individual use and cleaning.
2. Toilets supplied with disposal hand towels, hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Covid Team	Yes	Disposable towels provided. Explain 1 person at time/poster
3. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Covid Team/Cleaner	Yes	Notice on use and cleaning of toilet. Cleaning regime agreed with cleaner
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Individuals/Cleaner	Yes	Rubbish emptied after each meeting.
5. Ask people to antibac clean toilet after use	Covid Team/Individuals	Yes	Antibac wipes or spray and cloth provided and instruction notice on use
6. Children under 11 to be accompanied to the toilet	Parents	Continuous	Communicate this in meetings
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<b>Risk: Transmission of Coronavirus to an individual via contaminated waste</b>			
<b>Persons at risk</b> Cleaners and anyone else handling waste			
<b>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Everyone asked to take waste home with them if possible	Covid Team/Individual	Continuous monitoring	Request waste taken home
2. All waste to be assumed contaminated and handled appropriately	Covid Team/Cleaner	Yes	Double bag and leave in identified safe zone for 72 hours
3. Anyone handling waste to be trained in suitable working practices	Covid Team/Cleaner	Yes	Additional guidance given to cleaner on waste handling
4. All waste handled with suitable PPE (see cleaning guidance for details).	Covid Team/Cleaner	Yes	
5. All bins lined with disposable liners and all waste double bagged prior to disposal.	Covid Team/Cleaner	Yes	Bins will be left for 72 hours then double bagged and disposed in normal waste collection bin.
6. Lidded bins operated by foot-pedal to be provided	Covid Team	Yes	
7. Keep Register of attendees	Covid Team/Person welcoming	Yes	People will be registered on entry by the welcoming person. Register kept securely for 21 days.
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<b>Risk: 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>Control Measures</b>	<b>Person Responsible</b>	<b>Control in place</b>	<b>Comments</b>
1. Use remote working tools to avoid in-person meetings.	Covid Team	Yes	Leadership and Care group meeting held using various virtual means e.g. zoom
2. Minimise attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Covid team/Leadership team	Yes	Where leadership, Member's meeting is required keep the attendance limited.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Those in meeting	Yes	
4. Provide hand sanitiser in rooms used for meetings.	Covid Team	Yes	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Covid Team/Leadership Team	Yes	Where necessary to hold physical meeting do this in best ventilated space appropriate to the meeting.
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Covid Team	Yes	
7. Implement cleaning procedures for goods and items entering the premises.	Covid Team/Foodbank Team	Yes	Where feasible ensure goods are cleaned. Where not possible then ensure other measures adopted.
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## Review/Revision Record

Date of Review	Confirmed by	Comments
10.3.21	David Thomas	Amendment to use of microphone Amendment to length of time building left between meetings/cleaning