

## Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. This document should be displayed in the building and/or online.

You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.

Full government guidance can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

<b>Name of Church</b>	<b>Assessment undertaken by</b>
<b>Address</b>	<b>Area of the building assessed</b>
<b>Postcode</b>	
<b>Date of Initial Assessment</b>	<b>Assessment Review Date</b>

## **Social Distancing**

### **Questions to Consider**

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.\*

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.\*
2. Mark areas using tape or floor paint to help people keep a 2m distance.\*
3. Provide signage to remind people to keep a 2m distance.\*
4. Using screens to create a physical barrier between people.\*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>What needs to be done and by whom?</b>
<p>Seating in areas to be used for private prayer, and public worship once permitted, is too close together.</p> <p>Those using the building don't respect distancing guidance.</p> <p>People attend who have symptoms of coronavirus</p> <p>Congestion at choke points prevent distancing being respected</p>					<ul style="list-style-type: none"> <li>➤ Close off seats (ROWS AND SINGLE) and specify which can be used so that required distancing can be strictly followed. Remove excess chairs and stack safely</li>   <li>➤ Place distancing marks inside the building (for preference these should still be at 2m intervals) Display clear signage at the entrance and throughout the space about maintaining distancing during their visit, including when greeting others.</li>   <li>➤ Welcomer to ask people if they believe they have symptoms and if so, respectfully decline entry to them.</li> <li>➤ Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation.</li> <li>➤ Welcomer to wear a face mask and offer to worshippers</li>   <li>➤ Re-laying out of church to reduce pinch points</li> <li>➤ Investigate options such as one way systems</li> <li>➤ Ensure all relevant signage and floor marking in place</li> </ul>	

**Likelihood**

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

**Severity**

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

**Risk Rating**

- 1-2 = low priority
- 3-4 = medium priority
- 5-6 = high priority

## **Cleaning**

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

### **What needs cleaning and sanitising?**

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

### **Making cleaning easier and reducing the need to clean**

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

### **Who will do the cleaning and when?**

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

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Build-up of dust and possibly mould whilst building closed  General cleanliness of building  Potential contamination of water system (legionella)  Safety measures against fire are not securely in place					<ul style="list-style-type: none"> <li>➤ Open doors and windows to allow airflow.</li> <li>➤ Restrict access into building until building aired</li> <li>➤ Minimise access to building and close off until task complete</li>   <li>➤ Cleaning of inside of building and review if additional action such as a deep clean required</li> <li>➤ All fitting and fixtures (including door handles, handrails and light switches) to be wiped down with anti-bacterial wipes and sanitisers</li>   <li>➤ Water system flushed through: all taps to be run for at least 20 mins after lockdown then at least 5 mins weekly thereafter; all toilets to be flushed at least twice weekly</li>   <li>➤ Fire Risk Assessment must be in place and up to date</li> <li>➤ All fire extinguishers to be checked and ensure functioning and in date All fire signage and exit are clear</li> </ul>	

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<p>Nominated rota of volunteers not in place to ensure regular cleaning</p> <p>Cleaning staff/volunteers unable to comply with safe working practice for cleaning</p>					<p>➤ Delay opening until employed cleaners or volunteers are in place. Follow current Government guidance on cleaning in a non-healthcare setting</p> <p>➤ Confirm responsibilities for cleaning, ordering supplies, etc.</p> <p>∅ Consider removing and storing upholstered chairs and pew cushions which would require steam cleaning and use hard-surfaced chairs that can be wiped clean</p> <p><b>NOTE: if building is listed refer to Historic England’s Guide to cleaning Historical surfaces.</b></p> <p>➤ Update risk assessment and method statements, including COSHH assessments to reflect change in practices</p> <p>➤ Ensure that cleaners are properly briefed on a safe method of cleaning.</p> <p>➤ Provide gloves and aprons for those using cleaning materials.</p> <p>➤ Use warm soapy water for wiping surfaces but be aware that if might conflict with preserving historic artefacts or listed buildings specialist advice must be sought.</p> <p>➤ Hands must be washed thoroughly after removing and disposing of PPE</p> <p>➤ PPE MUST be disposed of in designated receptacle.</p> <p>➤ Waste must be double-bagged and securely stored for 72 hours before being placed in bins.</p>	

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Contamination from high-touch areas such as door handles and switches					<ul style="list-style-type: none"> <li>➤ Implement a practice of cleaning high-touch areas before the building is opened</li> <li>➤ Clean at regular intervals during the period of opening and when the building is closed for the day.</li> <li>➤ Where consistent with fire safety and security, use wedges/hooks to hold doors open and ensure doors are closed when the building closes to maintain fire safety.</li> </ul>	

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## **Good Hygiene**

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
  - a. [Public England's Covid-19 Employer's and Business Guide](#)
  - b. [NHS Hand-Washing Technique](#)
  - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

## **Personal Protective Equipment**

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

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Risk of virus transmission from shared resources (Bibles & other books, offertory plate, etc.)  Risk of virus transmission through serving/receiving Holy Communion					<ul style="list-style-type: none"> <li>➤ Remove all items that may be handled by more than one person</li> <li>➤ Place offertory baskets/plates at the back of church, being mindful of security, or move to contactless or online giving</li> <li>➤ Where cash handling cannot be avoided, wear gloves when handling it and wash hands thoroughly afterwards</li>   <li>➤ Consider refraining from sharing Communion</li> <li>➤ People bring their own wine(juice)/bread</li> <li>➤ Person preparing uses gloves</li> <li>➤ Elements collected on entry to church not served</li> <li>➤ Appropriate care taken by those cleaning the Communion vessels and cloths after use.</li> </ul>	

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## Information and Guidance

### Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

### Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

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<p>Safeguarding information missing or out of date</p> <p>Increased risk of coronavirus spread through communal singing</p> <p>Children’s group leaders not willing to resume activities immediately or</p> <p>No Covid-safe space available for children’s groups to meet during worship</p>					<ul style="list-style-type: none"> <li>➤ Ensure safeguarding poster and statement of policy, including contact details for local safeguarding co-ordinator are displayed prominently</li> <li>➤ Ensure stewards are briefed on the safeguarding policy and know who to contact if a concern is raised</li>   <li>➤ Do not included communal singing in worship</li> <li>➤ One person could sing behind a screen</li> <li>➤ Require facemasks to be worn during worship to reduce risk of transmission</li>   <li>➤ Ensure the space for children is properly prepared for social distancing, etc., and remind parents/carers that the government expects them to ensure that their children maintain social distancing</li> <li>➤ Remove softs toys and soft furnishings and any toys that would be hard to clean, storing them securely</li> <li>➤ Provide single-use resources &amp; equipment or ensure that items are not handled by many people and are sanitised before and after use</li> <li>➤ Consult with group leaders to see whether mitigation resolves their concerns and if not investigate alternative provision/format for the activities, or resolve not to resume at this point.</li> </ul>	

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After assessing the risk and making the changes, you could put this [sign](#) which states that you had taken the necessary precautions.

**Further resources:**

HSE guidance on consulting and involving your workers [www.hse.gov.uk/involvement/](http://www.hse.gov.uk/involvement/)

BEIS general government guidance on keeping workplace settings open [www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19](http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

General Scottish Government guidance including links to sector specific information [www.gov.scot/collections/coronavirus-covid-19guidance/](http://www.gov.scot/collections/coronavirus-covid-19guidance/)

Welsh Government advice for employers <https://gov.wales/yourresponsibilities-employer-coronavirus>

Sector-specific government guidance [www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance](http://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance)

Scottish Government guidance on social distancing in business [www.gov.scot/publications/coronavirus-covid-19-business-and-socialdistancing-guidance/](http://www.gov.scot/publications/coronavirus-covid-19-business-and-socialdistancing-guidance/)

Welsh Government guidance on taking all reasonable measures to maintain physical distancing in the workplace <https://gov.wales/takingall-reasonable-measures-maintain-physical-distancing-workplace>

Food Standards Scotland guidance for food business operators and their employees [www.foodstandards.gov.scot/publications-andresearch/publications/covid-19-guidance-for-food-business-operators-and-their-employees](http://www.foodstandards.gov.scot/publications-andresearch/publications/covid-19-guidance-for-food-business-operators-and-their-employees)

PHE guidance for the public on the health and wellbeing aspects of coronavirus [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)

Guidance for social distancing in educational settings [www.gov.uk/government/publications/coronavirus-covid-19implementing-social-distancing-in-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19implementing-social-distancing-in-education-and-childcare-settings)

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>