

COVID-19 Risk Assessment for EFGA Churches

Aldershot Elim Church, 50-58 Holly Road, ALDERSHOT, Hampshire GU12 4RJ _____

Assessment carried out by: Mike Tylllyer _____

Date assessment was carried out: 27th June 2020 _____

Date of next review: 30th August 2020 _____

Issue 02 Assessment: Mike Keeping 28th August 2020. Level 2, Nearly Sufficient

Issue 03 Assessment: Mike Keeping 19th September 2020. Level 3 **Conditionally** Sufficient.

Cleaning materials and PPE will be of an approved type to meet the required standard. Elim Document: Preparing to reopen our churches, buildings and facilities, First edition, dated 2 June 2020 refers.

The following Risk Assessment is based on one Sunday morning per week. Any further use of the church building will require an update of the Assessment.

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What are the hazards? <i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	Who might be harmed and how? <i>List the person(s) or personnel groups</i>	Is the risk High, Medium or Low	What are you already doing to control the risks? <i>Briefly describe any actions that you have already put into action</i>	What further action do you need to take to control the risks? <i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	Who needs to carry out the action? <i>Name person responsible for making it happen</i>	When is the action needed by? <i>Please put the date by which the action needed to be completed</i>	Date Completed <i>Please put the date here when the action has been completed</i>
Utilities Electricity, gas, central heating		H		All services tested and in order Risk now considered Low	Mike Tyllyer	12/9/2020	19/9/2020
Legionella	All who come into the church	M	Taps turned on several times to flush systems.	Further prolonged flushing will be carried out. Risk now considered Low	Mike Tyllyer	12/9/2020	12/9/2020
Deep Clean All surfaces in building	All who come into church	H		Deep clean required before church opening date. Risk now considered Low	Marilyn Warne	12/9/2020	19/9/2020
Deep Clean All rooms within building.	All who come into church	H		Kitchen cleaned & closed. No refreshments served. Limited supply of bottled water available. Risk now considered Low.	Marilyn Warne	12/9/2020	19/9/2020

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Deep Clean Ladies and disabled Toilet	All who come into church	H		Ladies & disabled toilet deep cleaned. Ladies toilet locked Ladies use disabled toilet. Risk now considered Low	Marilyn Warne	12/9/2020	19/9/2020
Regular Cleaning After each service.	All who come into church	M		After a service, building touch points wiped clean. Risk now considered Low	Marilyn Warne	12/9/2020 On going	On going
Music Storeroom	All who come into church	H		Music storeroom locked. Risk now considered Low	Mike Tyllyer	12/9/2020	19/9/2020
Car Park Preparations	Many who come into	H		Reduce parking spaces to six for safe parking	Derek Haynes	12/9/2020	19/9/2020

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2.0 metre social distancing	church.			Cone off space next to the building wall for exit via the emergency door. Use only 2 of 4 spaces in each row plus the disabled space. Risk now considered Low.			
Signage People movement	All those who come into church	M	Signage required for safe movement around the building.	Directing signage placed. Social distancing signage placed. Signs on toilets in use. Signs for queueing Risk now considered Low	Mike Tyllyer	12/9/2020	19/9/2020
Signage Hygiene	All those who come into church	H	Signs required	Signs placed for safe hygiene within the building Risk now considered Low	Mike Tyllyer	12/9/2020	19/9/2020

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Vulnerable Groups	Those over 70 and all those with underlying health issues	H	Congregants in these categories will be reminded of the risks. Information is available on church web site Risk is now considered Low		Church leaders.	Complete	31/8/2020
Trades People / Maintainers Who require entrance to the church building.	All who come into the building	M	A designated person will ensure access & safe operation in the building.	Social distancing; hand washing and building touch point cleaning required. Use of PPE, including a face mask is mandatory. Risk is now considered Low	Mike Tyllyer	Complete	21/8/2020
Building Capacity	All those who come into church.	H		Normal capacity = 80max Covid context = 20 Congregation must notify the website if they wish to attend each Sunday.	Robert Crocker via web site	Completed	19/9/2020

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				Risk now considered Low			
Communication Inform all members what to expect when church resumes and what is expected of them.	All who come into church	H	Staggered arrival; Signage Hygiene. Social distancing; Masks unless exempt. Track and trace	All means necessary to individual needs: website, phone, social media, email, hard copy letter Risk now considered Low	Minister and/ or church session	Well in advance of re-opening	Week before opening
Training	All who come into church	H	To implement all actions specified by this Risk	Cleaners, stewards, PA team, worship team, treasurer: describe all	Minister Mike Tyllyer	12/9/2020	19/9/2020

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			Assessment (RA)	mitigations outlined in this RA coupled with any other relevant guidance received from Elim National & Regional Covid Team. Risk now considered Low			
Car Park 2.0 metre social Distancing.	Many who come into church.	H		Parking spaces have been reduced to 6 for to safe parking, with cones. 2.0 metre markers placed. Risk now considered Low.	Derek Haynes	12/9/2020	19/9/2020
Entry to Building Social Distancing.	All those who come into church	H		Entrance only through main door. Exit only through emergency door. Risk now considered Low	Daphne Tyllyer	12/9/2020	119/9/2020

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Entry to Building Staggered Arrival	All those who come into church.	H		Website notify members to stagger their arrival times. Risk now considered Low.	Robert Crocker	Completed 12/9/2020	21/8/2020
Masks	All who come into church.	H	Mandatory when inside the building. Children & those with a properly diagnosed medical condition are exempt	Doors and windows will be opened to provide sufficient ventilation. A supply of masks will be available. Social distancing must be observed Risk now considered Low	Marilyn Warne	12/9/2020	Completed
Masks Anyone not exempt refuses to wear a mask	All others who come into church	H	Mandatory inside the building. Children & those with a properly diagnosed medical condition	Those who refuse to comply will be respectfully reminded of their obligations to others and will be very politely informed that they can take	Church leaders and stewards	Complete	31/8/2020

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			are exempt	part in the service online. Risk now considered Low			
Track and Trace. Those who refuse to disclose track and trace information will be politely refused entry.	All who enter the church building	M	Social distancing; masks (unless exempt); hand washing; sanitising	Log names & contact details on printed cards. Completed cards “posted” in a box. After 21 days the cards will be destroyed to comply with GDPR.. Risk now considered Low	Robert Crocker	Completed	Completed
Seating Social Distancing	All those who come into church	H	Congregation limited to 15 individuals	Chairs collected by congregants so families sit together. People flow into main hall to be directed so all adhere to 2.0 metre distancing.	Sian Lewis	Ongoing when church is used. 12/9/2020	On going

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				Risk now considered Low			
PA Equipment	Minister and any who use the PA equipment.	H		Use "hands free" radio mic. Sole use. No other MICS to be used. The PA desk and area will be wiped cleaned after each service. Risk now considered Low.	Robert Crocker	12/9/2020 On-going when church is used.	On going
Singing Congregation.	All who come into church.	H		No congregational singing until further notice. Initial services will use recorded video songs. Risk now considered Low	Pastor Rob Lewis	12/9/2020	Completed

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Singing Worship Leading Team No wind instruments to be used	All who come into church.	H	Masks not a substitute for social distancing of less than 2,0 metres when singing	Reduce numbers until team can socially distance by 2.0 metres. Screen between singers and congregation. Singers stand away from screen to minimise back scatter of aerosols. Risk now considered Low	Worship team	When church re-opens	19/9/2020
Communion.	All who take communion.	M	The supply of individual, pre-packed communion portions has been provisioned.	Use pre-assembled wafer & cup combinations laid out before the service. Mask and disposable gloves to be used during preparation. Congregants will come to the front individually.	Marilyn Warne	Completed. On-going when church is used	21/8/2020

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				Risk now considered Low			
Offering	Those managing the offering	M	The collection plate placed at the exit of the church and offerings can be made when leaving. The plate will be collected with the aid of disposable gloves and cash will be sanitised before depositing at the bank. Cheques will be isolated for a minimum of 72 hours to allow any potential infection to clear. Risk now considered Low		Treasurer	When church re-opens	When church re-opens
Exit Building. Car Park	All who come into church	H		Parking space nearest emergency door coned off to allow unrestricted exit. Social distancing to be maintained.	Derek Haynes	12/9/2020	19/9/2020

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1. Need signage for entrances & exits, for direction markings, for hand sanitising stations & for no entries. Need gloves, masks, disposable aprons, hand sanitiser, antibac wipes. Plus approved antibac. cleaning materials for deep cleaning.
2. We need to know who is planning on coming by the Friday before the Sunday. The numbers will have to be limited to under 20 if the 2m rule is still in place. We can reassess if 1m distancing is allowed. This may mean some people who want to come may not be able to do so. We must ensure that someone who cannot get in 1 week will be able to do so the next week.
3. No 'in church' children's work is planned for now so this has not been included in the risk assessment notes.
4. Do a deep cleaning in the week before the planned reopening of the church as per the Elim advice & lists. Include the music cupboard, booth area & glass panes at touchable height. The toy cupboard has already been cleaned & will remain locked until further notice.
5. Kitchen to be cleaned & then closed - no entry - not to be used. People must bring their own drinks including water. Nothing will be supplied by the church.
6. The current ladies' loo will be cleaned & then shut up & not used - it is too near the entrance door. The ladies will use the disabled loo. Antibac wipes will be supplied & people asked to wipe anything they have touched in the loo including the seat, light switch & door handles.
7. Only black plastic chairs to be used - the cloth chairs are impractical to sanitise.
8. No plants or flowers. Both double doors from foyer to hall to be open - helps social distancing. All windows & doors to be kept open where possible to allow for free flow of air.
9. Entrance only through the main door. Exit only through the emergency door.
10. Outside steward in the car park to direct people & record names & contact details of everyone entering the building.
11. Car Park Do not use the 2 spaces right next to the church building wall to allow free space for exit via the emergency door. Cone off this area. Use only 2 of the 4 parking spaces in each row plus the disabled space. Ie only 5 cars in the car park. This will change if the 2m rule becomes 1m.

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12. Entering the church: Social distancing queue markers in car park. Inside steward in foyer to advise & direct. Only 1 family unit or single in at a time. No one else in until they have sat down. Sanitise hands before entering main hall. Collect chair each & go & sit in 1 of the designated spaces. Remain seated in own place until it is time to leave the building. Do not use the toilets while other people are coming in or moving around.

13.No sharing of mics by 'up front' people.

14.No Sunday Club. Individual work sheet packs with pens & pencils will be given to children on entry. They must stay in their seats to do the work sheets during the sermon.

15.Communion: Supplies to be kept outside of kitchen. Use disposable cups. Person preparing communion before service to wear gloves & mask. Arrange 1 cup with a bit of biscuit individually for each person on trays. People to be directed to come up, 1 family group or single at a time & take their communion back to their seats to share when everyone in the congregation is ready.

16.Collection: Basket on table by exit door. Marilyn to retrieve money wearing gloves & place in polythene bag. Sanitise bag. Take home & spray contents with sanitiser prior to counting & depositing at the bank.

17.After service: Remain in seats until directed to leave building through the emergency door 1 family group at a time. Do not linger outside the door. Make sure the exit is clear before the next group or single is sent out.

18.Wipe all touchable surfaces including chairs. Include creche, foyer, toilets as well as main hall. We will have to consider asking people to stagger their time of arrival. If everyone arrives at 11am we won't be able to start the service until well after 11.30 by the time they all get in. Some people will have to start arriving by about 10.15am. We need to make sure everyone knows the details of how church will work. It should be a written communication, either e mail or letter, because it is quite a lot of information. We need to look into video recording the service or similar for those who can't come into the building eg vulnerable or no transport available.

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Creating a Covid-19 Safe Worship/Workplace

In line with government guidelines, EFGA is required to make sure that church buildings/workplaces are Covid-19 compliant. In order to do this, we are required to undertake a Covid-19 specific risk assessment by completing the grid for EACH of the hazards or risks that you identify.

Please refer to the guidance document 'Preparing to Reopen our Church Buildings and Facilities as well as the notes below, to assist you to complete the risk assessment. Should you need further advice, or help to complete this document, please email Olivia.Amartey@ElimHQ.NET or speak to your Regional Leader.

Column 1: What are the hazards? What are the main hazards or risks that you can identify? There is no right or wrong answer. Please list these as you identify them, even if they seem to be small ones

Column 2: Who might be harmed? I.e. church attenders, volunteers, staff, visitors? And what could happen as a result?

Column 3: What are you already doing? You may or may not have already taken measures to reduce the risk. I.e. working from home, removing seating in the main auditorium, installing sanitising stations. If you have not actioned anything then complete this section by saying 'no action yet taken'

Column 4: What further action(s) do you need to take? Please state here what you need to do to be Covid-19 compliant.

Column 5: Who needs to carry out the action? Please state WHO needs to assume the responsibility for carrying out these actions.

Column 6: When is this action needed by? Please be as specific as you can

Column 7: Date carried out: You will complete this section when the actions have been satisfactorily carried out.

What Next?

When you have completed the risk assessment by filling out the grids, you may wish to ask others in your team or leadership to have a look at it to see if you may have missed something.

Your Regional Leader may also wish to speak to you about your risk assessment and it would be useful to share this document with him.