COVID-19 Risk Assessment
King's Church Eden
Meeting at URC, Lowther St. Penrith, Cumbria
Type of meetings: Sunday service
Kid's work (Sunday)
Worship practice
Mid-week church meetings
Prepared by : Elizabeth Robinson, administrator
12th September 2020

1. **Coronavirus entering and leaving the premises and potentially infecting users of the building**
2. **Transmission of Coronavirus to an individual direct from infected person**
3. **Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)**
4. **Transmission of Coronavirus to an individual via toilet facilities**
5. **Transmission of Coronavirus to an individual via contaminated waste**
6. **Transmission of Coronavirus to an individual via working in the church building**
7. **Transmission via all areas touched, objects handled**

N.B.20 pages in this assessment.

Risk Assessment matrix page 16 (please read first)

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Capacity Restrictions

George McCrone <ghmcc1746@talktalk.net>
Tue 10/20/2020 3:30 PM

Good Afternoon Elizabeth,

Thank you for meeting with us this morning and explaining your measurements and seating plans. Having examined your calculations and plans in conjunction with the current government guidelines for places of worship, my comments are as follows:-

1. Your calculations relate to the absolute maximum that can be accommodated, using the minimum of social distancing permitted by law I.e. "More than 1 metre with mitigation", and the seating figure you reached of 69 including adults and children was felt to be excessive in the current circumstances even though the actual areas involved could accommodate this number.
2. In view of the current Covid 19 situation and the layout of our accommodation, we feel that an appropriate absolute maximum would be 60 with the following proviso's:-
   (I) This figure relates to the whole of the main church and the balcony combined.
   (II) You must have systems in place to prevent large numbers congregating in the main foyer before and after your services and that movement of people during the services is kept to a minimum.
   (III) You must ensure that social distancing is maintained at "more than 1 metre with mitigation" and 2 metres whenever possible.

(IV) You must ensure that groups from different households do not mix socially.
(V) Our agreement to this figure will be reconsidered from time to time and may be reduced according to prevailing circumstances or if social distancing is felt to be insufficient.
(VI) Please keep a copy of this email with your Risk Assessment for reference.

If you have any further queries or have any difficulty with the above, please do not hesitate to get in touch with me.

Kind regards,

George

George McCrone
Secretary
Penrith & Penruddock URC
07789411969

Sent from Mail for Windows 10

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	1.					
Risk:	**Coronavirus entering and leaving the premises and potentially infecting users of the building**					
Persons at risk	Ministers, leaders, members, attendees, visitors					
Risk Rating before control measures	Likelihood	5		**Risk Rating after control measures**	Likelihood	5
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	28

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Request anyone who is symptomatic not to attend	Y	Admin, Leader, Stewards	Instructions on booking system and communicated to members
2. All attendees requested to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Admin, Leader	Instructions on booking system and communicated to members
3. Request each person over 11 years to wear a facemask unless medically exempt from doing so.	Y	Admin, Leader,	Instructions on booking system and communicated to members

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		Stewards	Announcement Signage Masks available for use if required
4. People who are clinically extremely vulnerable from COVID19 are advised not to attend in person.	Y	Admin, Leader	Instructions on booking system and communicated to members
5. Everyone asked to use hand sanitiser on entry to the building.	Y	Admin, Stewards	Instructions on booking system and communicated to members Signage Sanitizer on entry doors
6. Action Plan in place in case, and communicated to leaders, in event of Coronavirus case known to enter premises.	As required	Admin, Leader	
7. Attendees asked to complete Attendee form on entry Data protection in place, unless pre- booked.	Y	Admin, Stewards	Instructions on booking system and communicated to members Signage Use own pen or sanitize pen after use
8. Display suitable posters to ask people with symptoms not to enter the building	Y	URC	Signage supplied by URC
9. Social distancing measures to be maintained where possible, including the arrival and departure of the attendees.	Y	Admin, Stewards	Instructions on booking system and communicated to members Signage Staggered release of attendees after meetings
10. Designated seating in Church sanctuary	Y	Admin	Permitted seating areas clearly marked.
11. Cleaning prior to use on Sunday	Y	Admin,	See below for further details

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			Cleaning team				
Risk: **Persons at risk**	**2.** **Transmission of Coronavirus to an individual direct from infected person** Ministers, leaders, members, attendees, visitors						
Risk Rating before control measures	Likelihood	5		**Risk Rating after control measures**	Likelihood	4	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	24	

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Suitable social distancing practices in place (2m or "1m plus mitigations")	Y	Admin	Designated seating, attendees asked to remain in seats (where possible) during meeting.
2. Physical contact from between groups or bubbles to be discouraged.			Instructions on booking system and communicated to members Announcement
3. All attendees over 11 years requested to wear a face covering unless exempt due to medical reasons.	Y	Stewards	Instructions on booking system and communicated to members Offer disposable mask for use.
4. One-way system of flow through building to avoid pinch points	Y		
5. Areas marked out of bounds where appropriate	Y	Team leader Leader	Worship team, Host, and contributors to be more than 2m from front row.

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6. Seating arrangements adapted for social distancing	Y	Admin	
7. Capacity monitored and entry stopped when capacity reached	Y	Stewards	This can be managed via pre- booking
8. No congregational singing during services	Y	Leader, Worship Leader	Instructions on booking system and communicated to members Announcement.
9. Signage in place to remind people of safe practices	Y	URC	Signage in place
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as attendees with physical disabilities.	Y	URC	Disabled access in place with sanitizer
11. Attendees instructed not to gather in groups, except in accordance with the "rule of six", whilst on the church premises - inside and outside.	Y	Leader	Instructions on booking system and communicated to members Announcement
12. Staggered exiting building at end of meetings	Y	Stewards	Instructions on booking system and communicated to members Announcement

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Risk:	**3.** **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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	20

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Stewards	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Cleaning team	See below
3. No passing of collection plate/bag	N	Treasurer Leader	Online giving encouraged Collection point available if required Treasurer only, to handle collection after 72hrs.
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	URC	URC supplies all toilet supplies and sanitizer
5. Building not used again for 72 hours or building thoroughly cleaned between uses	Y	Applies to all users of building	See below for cleaning URC carried out deep clean 1/09/20

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6. People encouraged to bring own refreshments.	Y	Admin Set up Team	Bottled water/cartons available for attendees to take if required.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Set up Team	URC items to be removed before meetings
8. Microphones and other equipment kept to a single individual use	Y	Leader, Worship team	Individual use equipment provided where possible. Shared microphones to be fixed and not handled in use, sanitized or protective covered replaced between users. All equipment to be cleaned after use. Aware that cross contamination is possible between teams so protocol is in place for cleaning to avoid this. Use of disposable microphone covers in place. Speaker stands remain assembled to avoid close contact
9. Parents/guardians to accompany children under 11 years to to the toilet.	Y	Admin, Leader, Parents	Instructions on booking system and communicated to members Announcement.
10. One person in washroom at a time	Y	URC	Signage
11. Keep Register of attendees or booking system in place via web	Y	Admin, Trustee	Scanned and stored as per Data protection policy and destroyed after 21 days
12. Systematic cleaning when 72-hour rule cannot be applied	Y	Cleaning team, Admin	Cleaning schedule provided

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Risk:	**4.** **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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	20

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Regular cleaning of surfaces likely to be touched with appropriate sanitiser spray or wipes	Y	Cleaning team	Cleaned before and after use as per cleaning schedule
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	URC	Supplied by URC
3. Written Cleaning Schedule of toilets	Y	Admin	Aprons, gloves, facemasks supplied to those cleaning toilets

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Risk:	**5.** **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	2	
	Overall Risk	35			Overall Risk	12	

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Everyone asked to take own rubbish home with them		Admin Leader	Instructions on booking system and communicated to members Announcement. Set up Team to check round building once empty.
2. All waste to be assumed contaminated and handled appropriately		Set up Team Cleaning Team	Training Suitable PPE provided See cleaning guidance for details
3. All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.		URC	
4. Lidded bins operated by foot-pedal to be provided		URC	

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6.
Transmission of Coronavirus to an individual via working in the church building

Risk:
Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5		**Risk Rating after control measures**	Likelihood	4
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	16

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Avoid transmission during all meetings, for example, by avoiding sharing pens and other objects.	Y	Meeting leader	Attendees to bring own materials etc or supplies provided for individual use. No sharing of items.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Meeting leader	
3. Provide hand sanitiser in rooms used for meetings.	Y	URC	
4. Hold meetings outdoors or in well-ventilated rooms whenever possible.		Meeting Leader	Open windows where possible

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5. For areas where regular meetings take place, use floor signage to help people maintain social distancing.		URC	

7.

Risk: **Transmission via all areas touched, objects handled**
Persons at risk Anyone using building

Risk Rating before control measures	Likelihood	5		**Risk Rating after control measures**	Likelihood	4
	Severity	5			Severity	4
	Overall Risk	50			Overall Risk	24

Control Measures	**Control in place (Y/N)**	**Person Responsible**	**Comments**
1. Pre-Cleaning of sanctuary - Light switches, handrails, bannisters, door handles, pew rails prior to use	y	Admin, Cleaning team	Clean using Sanitizing spray or wipes prior to attendees entering building. Aprons, masks, gloves supplied
2. Pre-Cleaning of meeting rooms- light switches, tables, chairs	Y	Meeting Teams	Clean using Sanitizing spray or wipes prior to attendees entering building. Aprons, masks, gloves supplied
3. Pre-Cleaning of toilets – door handles, taps, surfaces, seats, flush handles	Y	Admin, Cleaning team	Clean using Sanitizing spray or wipes prior to attendees entering building. Aprons, masks, gloves supplied
4. Post cleaning of sanctuary	N		See below*

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5. Post Cleaning of meeting rooms- light switches, tables, chairs	Y	Meeting Teams	Clean using Sanitizing spray or wipes prior to attendees entering building. Aprons, masks, gloves supplied
6. Post Cleaning of toilets – door handles, taps, surfaces, seats, flush handles	Y	Admin, Cleaning team	Clean using Sanitizing spray or wipes prior to attendees entering building. Aprons, masks, gloves supplied
7. Sound equipment cleaning	Y	Worship, sound team	72-hour rule applies if not used for that period Recommend all microphones are wiped prior to packing away
8. Use of sanctuary by KCE Sunday to Wednesday only		URC and KCE	*When used by KCE members 72-hour rule to apply before URC use on following Sunday morning. Cleaning must be done if URC use sanctuary during that period. Liaise with URC.
9. Disposal of cleaning waste	Y	Admin	Waste bags provided

6. Other details taken into consideration for COVID risk assessment:
Child protection policy in place.
Fire exits and signage is in place.
Protocol documents for teams and all areas used, in place.
Announcement and powerpoint notices in place.
Directions to fire exits and assembly point to be announced.

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Fire drill to be carried out once building is in use

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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 formula used deliberately places additional emphasis on risks with the most severe consequences but are not very likely (by adding 2 x severity to the score) over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

During the pandemic it is likely that the virus risk 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 emphasise the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk as far as possible.

It is unlikely that the severity score will reduce until such time as there are effective treatments or a vaccine. The control measures you put in place will mostly impact upon the likelihood of occurrence, but you may conclude their impact is sufficient to reduce it below a rating of 5. This does not mean your control measures are not of value because the scoring bands are fairly broad. For example, reducing the likely rate of occurrence from once a week to once every 50 weeks would be a factor of 50 improvement in likelihood but still have a score of 5.

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		Recommended timeframe for implementing any identified control measures
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

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Review/Revision Record

Date of Review	Confirmed by	Comments
23rd October 2020	Elizabeth Robinson	Administrator
23rd October 2020	John Robinson	Trustee
23rd October 2020	Jon Cook	Church Leader

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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes		
Staff Member Name (Print)	**Signature**	**Date**
Dave Martin Health & Safety Officer	See below for signatures	
John Robinson Trustee		

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Staff Member Name (Print)	**Signature**	**Date**
Dave Martin Health & Safety Officer	DMM	5-10-20
John Robinson Trustee	JR	5-10-20