

East Molesey Methodist Church Risk Assessment



Event name	Use of church buildings during Covid-19 pandemic
Description	<p>There is a direct threat to anyone who enters the church buildings due to its public nature that they may be exposed to Covid-19. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> -virus moves from person-to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales -the virus can survive for 72 hours or longer on surfaces which people have touched or coughed on, etc. -people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth -Not all people infected with Covid-19 show symptoms. <p>Therefore, it is vitally important that reasonable precautions are in place and followed at all times.</p>
Responsible persons	Church Stewards
Steering group or managing team	Wider Leadership Team and Property and Finance team
Venue	Whole premises
Persons at risk	Everyone
Review	On change in relevant government advice or annually
Other relevant risk assessments	EMMC Buildings Risk Assessment

Area	Identified Possible Risk/Hazards	Control Measures to prevent incident	Control measures to respond to incident	Responsibility
Trans- mission through close proximity while arriving or leaving activity	Standing close to a potentially infected person	Require everyone to practice physical distancing when in or around the church buildings, including outside areas.		Everyone
	Not enough space to maintain social distance	Ensure adequate circulation space: loose furniture to be removed from corridors and entrances.		Stewards / Lettings Officer
	Users gather together as they arrive	Arrange for attendees to arrive in adequate time to avoid queuing. Consider staggered arrival times.		Activity leaders
		Arrange for attendees to arrive ready for the activity as far as practical to avoid changing. No changing outside of the activity room will be allowed.		Activity leaders
		Agree one-way system for arrival and departure where appropriate (see Appendix A for examples).		Activity leaders / Stewards / Property Team
		Consider providing suitable adaptations, for example layout changes, appropriate signage, and floor markings to denote safe distances.		

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	Queues build up at entrances	Door steward to be alert to the formation of any queue at the entrance.	Door steward to advise people queuing to maintaining social distancing (2m).	Activity leaders
	People on premises that do not need to be there	Parents/guardians, siblings and others must not wait on the premises.		Activity leaders
	Users gather together as they leave	Activity leader to request people leave the building before starting any private conversations while having regard for social distancing.		Activity leaders
Trans- mission through close proximity during activity	Standing close to a potentially infected person	Require everyone to practice physical distancing. Exceptions for groups with young children where additional measures will be required.	Activity leader to direct attendees to maintain distance	
		Activity leader to restrict capacity according to type of activity and size of room.	Room dimensions to be made available (See Appendix B)	Activity leader
		Consider whether a booking system is required to keep within capacity limit.	Implement booking system.	Activity leader
	Sitting close to a potentially infected person	Arrange chairs in advance. Designate those for use by singles, pairs or family bubbles.	Direct attendees to chairs.	Activity leader
Trans- mission during activity		Separate risk assessment required from licensee / activity leader describing preventive measures.		Licensee Activity Leader Letting Officer Church Steward

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	An infected person spreads the disease	Confirm with those entering that they do not have the symptoms of coronavirus or a positive test for the virus, have not been advised by NHS "Test and Trace" to self-isolate and are not required to self-isolate because of travel.		Activity Leader
		Record name and contact details of everyone attending and keep register for 21 days.		Activity Leader Church Steward
Airborne transmission	Poor ventilation	Fasten open doors including entrance doors and open windows to facilitate airflow into and through rooms during occupancy.		Activity Leader
	Possible spread of virus in confined space	Wearing a face mask where it is mandatory or appropriate for the activity. Exception allowed for leader if adequate distance maintained.	Entry will be refused if attendee is unwilling to comply	Door Steward
	Virus spread on droplets from voice projection	Allow extra space between leader and attendees if not wearing mask. No shouting or singing.		Activity Leader
	Virus spread on droplets from wind instruments	No wind or brass instruments to be used for any live music (organ excepted).		Activity Leader

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Trans- mission through contact with infected surfaces	Infection carried on hands	<p>All users to follow hand washing or sanitising instruction on entry and exit.</p> <p>Hand sanitising stations are provided at entry and exit points.</p> <p>Everyone is encouraged to carry their own sanitiser/gel.</p>	Direct use immediately on entry	
	Touching doors and windows	Fasten back doors to minimise the need to touch door, push plates or handles.	Clean all door furniture that has been touched by attendees.	Activity Leader
	Touching loose items	All loose pamphlets and books to be removed.	Clean or quarantine loose items that have been touched.	Activity leader
	Touching equipment	<p>Users to clean equipment before and after each use (including door handles, window openers, tables, chairs, piano, AV equipment etc).</p> <p>Alternatively, equipment placed in quarantine for at least 72 hours before re-use.</p>		Activity Leader
	Touching chairs and tables	<p>Users to clean chairs and tables before and after each use unless they have not been used for 72 hours.</p> <p>Hard chairs to replace fabric covered seats for ease of cleaning.</p> <p>Upholstered chairs may be used in areas used less frequently.</p>		

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	Spreading micro-organisms into parts of the building not in use	Restrict access to rooms used by licensee. Close off parts of building not in use except to authorised people.	Signs for authorised use only where required.	Activity Leader Church Steward
		Areas of the building in use to be sanitised in advance of use unless quarantined for 72 hours.		Licensee Activity Leader Property team
	Handling cash	All attendees encouraged to pay/give money electronically.	Those handling cash to practise stringent hand washing.	Activity Leader Church Steward
Transmission through consumption of food and drink	Eating and drinking on premises	Avoid eating and drinking on the premises. Kitchen area is restricted: permission to use must be agreed in advance with lettings officer. Attendees to be advised to bring a bottle of drinking water.		Activity Leader Lettings Officer
Transmission through contaminated material	Disposal of rubbish	Ensure all rubbish bins have disposable liners (not possible for recycling). Remove rubbish to external bins as often as required.	Wash hands after handling waste.	Property Team Cleaner Activity leader
Transmission through toilets	Virus may be easily spread in toilets	Attendees to be advised to use toilets before leaving home to minimise use of hall and church toilets		Activity leader

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	Limited space in toilet area leads to close contact	<p>Only one person to be in toilet at any one time.</p> <p>Establish safe queuing systems</p> <p>Restrict use to one cubicle per toilet to reduce need for cleaning with signage on cubicles (except where additional measures are in place).</p> <p>Prioritise disabled use where necessary.</p>		Activity leader
	Touching surfaces	Clean frequently touched surfaces such as door handles, door push plates, toilet seats and flush handles, taps, light switches etc after each session.		Activity leader
	Poor hand hygiene	Those using any toilet instructed to wash their hands before and after use.		Activity leader
	Young children do not follow procedures	Young children to be accompanied to the toilet by their parent/carer.		Parents
Lack of cleaning materials	Poor cleaning or inability to clean	Increase toilet inspections to check for cleanliness and supplies.	Activity Leader to advise Letting Officer if supplies are low	
		Ensure all toilets have adequate supplies of water, liquid soap, paper towels, wipes and toilet paper.		Property Team Cleaner

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Vulnerable Persons	Vulnerable people need to attend activities	<p>Encourage people to attend only if they are comfortable with arrangements.</p> <p>If possible, provide substitute activities that can be joined from home (if sessions are being recorded, permission from participants need to be obtained in advance with distribution details).</p>	Follow Methodist Church GDPR guidelines	Activity leader
Mental Health Issues	Mental health and wellbeing affected through isolation	<p>Have regular 'keep in touch' meetings / calls with those who cannot attend face-to-face activities / meetings.</p> <p>Talk openly about well-being and who to talk to.</p>		Activity leaders Church stewards Minister
	Mental health and wellbeing affected through anxiety about coronavirus	<p>Keep everyone updated on what is happening and procedures in place so they feel involved and reassured.</p> <p>Publicise these arrangements to church members, hall hirers, regular attendees and everyone using the church buildings.</p>		
Licensee does not have appropriate procedures in place		<p>Licensee / group leader to be informed of this risk assessment and provided with copies.</p> <p>This risk assessment to be placed on the church website.</p>		

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		Provide licensee / group leader with dimensions and other supporting information to calculate capacities for their activities which should then be included within their risk assessments.		Property team
		Licensee / activity leader to provide a copy of their own risk assessment and plans, to be reviewed by the lettings officer and Stewards before booking is confirmed.	Feedback review to licensee / activity leader	Licensee Stewards
	Relationship with Licence holder affected	Engage positively with licensees and provide assistance where practical.		Lettings officer / Stewards
Attendees do not carry out procedures	Attendee is not aware of procedures	Display appropriate public health posters and notices around the building informing members, volunteers and visitors of the control measures that are in place and their own role and responsibility to follow them.		
		Activity leader to ensure that everyone is aware of the infection prevention and control precautions that are in place within the church buildings and the behaviour expected of them during the pandemic to keep themselves and others safe.		
		Activity leaders to advise attendees in advance of the joining arrangements and what they need to do.		

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Corona Outbreak	Individual becomes unwell in the church buildings with any of the Covid-19 symptoms and risks spreading the infection to others	<p>If anyone becomes unwell, they should be sent home and advised to contact NHS 111 and follow any Government advice to self-isolate.</p> <p>If they are unable to leave immediately, they should be asked to wait alone (plus anyone from the same household group) in a room otherwise not being used (i.e. outside space) until they are collected.</p>		Activity leader
		Be prepared to release Test and Trace record if necessary.		Activity leader
		<p>Emergency Action Plan should be carried out including:</p> <p>If possible close the area for 72 hours with no access permitted.</p> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>		Property team

In the event of an incident:

Records to be kept of any incidents – illness, injuries, aggressive behaviour, safeguarding incidents. Safeguarding incidents to be reported to safeguarding officer and seek advice as to procedure.

Contacts	
Safeguarding Officer	Fiona Axton
Church Health/Safety Officer	Annette Peddie

Roles/Circulation	
Licensees	Hall hirers – the individual who signed the licence agreement
Activity leaders	Individuals with responsibility for an event
(Church) Stewards	Church stewards have delegated responsibility for ensuring safe use of the premises
Property and Finance Team including Letting officer	Group responsible for the day to day operation of the buildings
Circuit admin	
Minister	

Risk Assessment	
Created by	Wider Leadership Team
Revision history	Version 2.1: 25-Aug-2020

Appendix A – Suggested circulation arrangements

Entrance and exit procedures for each room to be agreed with the Lettings Officer in advance and notified to attendees by the activity leader.

Activity leaders using the halls will enter and leave via the Blue doors.

Moss Hall: users to enter via the blue doors, exit by the White doors (ensure white doors are locked at the end of your session).

Room 1: users to enter by the Blue doors, exit either by the external doors to Room 1 (ensure doors to Room 1 are locked at the end of your session) or Blue doors if appropriate.

Rooms 2 and 3: users to enter and exit by the Blue doors.

Church: enter and leave through the main door with only the Activity Leader / Duty Steward using the White door to open and lock up.

Disabled users may need to enter and exit through the Blue door using the disabled ramp with suitable distancing precautions.

Appendix B – Room dimensions

Room 1: 7.58m square

Moss Hall:

Moss Hall

