

# East Molesey Methodist Church Risk Assessment



<b>Event name</b>	Act of worship in church during Covid-19 pandemic
<b>Description</b>	<p>There is a direct threat to anyone who joins in a public act of worship 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"> <li>-virus moves from person-to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>-the virus can survive for 72 hours or longer on surfaces which people have touched or coughed on, etc.</li> <li>-people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> <li>-Not all people infected with Covid-19 show symptoms.</li> </ul> <p>Therefore, it is vitally important that reasonable precautions are in place and followed at all times.</p>
<b>Responsible persons</b>	Church Stewards
<b>Steering group or managing team</b>	Wider Leadership Team
<b>Venue</b>	Church and associated spaces
<b>Persons at risk</b>	Everyone
<b>Review</b>	On change in relevant government advice or annually
<b>Other relevant risk assessments</b>	EMMC Buildings Risk Assessment, EMMC Risk Assessment for Use of church buildings during Covid-19 pandemic

<b>Area</b>	<b>Identified Possible Risk/Hazards</b>	<b>Control Measures to prevent incident</b>	<b>Control measures to respond to incident</b>	<b>Responsibility</b>
Trans- mission through close proximity while arriving or leaving service	Standing close to a potentially infected person	Ask everyone to practice physical distancing when in or around the church buildings, including outside areas.	Door steward to remind worshippers to space out.	Door steward Everyone
	Not enough space to maintain social distance	Ensure adequate circulation space: minimise loose furniture in Welcome area and church.		Church stewards
	Worshippers gather together as they arrive	Advertise arrangements for arriving at church in Take Note and request worshippers to arrive in good time.		Take Note editor
		Worshippers to enter through either door and leave at the end of the service to the left if seated downstairs and to the right if seated upstairs.		Church stewards
		Rearrange chairs in advance to offer easy access to rows.		Chair monitor
	Queues build up at entrances/exits	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).	Door steward
	Worshippers gather together as they leave	At the end of service people to be asked to leave the building before starting any private conversations while having regard to social distancing.		Church steward

Area	Identified Possible Risk/Hazards	Control Measures to prevent incident	Control measures to respond to incident	Responsibility
Transmission through close proximity during service	Standing close to a potentially infected person	Require everyone to practice physical distancing.	Vestry steward to direct worshippers to maintain distance.	Vestry steward
		Capacity limited to 20 individuals or family bubbles downstairs and 13 individuals or family bubbles upstairs.	Door steward to direct able people upstairs if downstairs is approaching capacity and ask people not to enter if upstairs also full.	Door steward
	Sitting close to a potentially infected person	Rearrange chairs in advance to facilitate social distancing.	Direct worshippers to chairs.	Chair monitor Vestry steward
Transmission during activity		Worship to be led from chancel to give extra distance between preacher/ worship leader and congregation.		Preacher Worship leader Church steward
	An infected person spreads the disease	Signage reminding everyone that they should not enter if they have the symptoms of coronavirus or a positive test for the virus, have been advised by NHS "Test and Trace" to self-isolate or are required to self-isolate because of travel.		Church steward
		Record name of everyone attending and contact details if not already held and keep register for 21 days.		Church steward

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Airborne transmission	Poor ventilation	Subject to weather conditions, fasten open doors including entrance doors, screen doors, choir vestry (both), gallery fire escape, upstairs kitchen, and white door to facilitate airflow into and through church during occupancy.		Church steward
	Possible spread of virus in confined space	Wearing a face mask/covering is mandatory with some exemptions (age and medical conditions).  Exception allowed for preacher/worship leader if adequate distance maintained.	Entry will be refused if attendee is not exempt and unwilling to comply.  There is no guarantee that spare masks will be available but will be offered if possible.	Door steward
	Virus spread on droplets from voice projection	Allow extra space between preacher/worship leader and worshippers if not wearing mask.		Preacher Worship leader
		Lapel microphone to be used to aid projection. Separate lapel microphone available for one other reader/leader.		AV operator
		No shouting or congregational singing. Singing by small group allowed if distance maintained.		Preacher Worship leader Church steward
	Virus spread on droplets from wind instruments	No wind or brass instruments to be used for live music unless appropriate distance can be maintained.		Musicians

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Trans- mission through contact with infected surfaces	Infection carried on hands	Everyone to follow hand washing or sanitising instruction on entry and exit.  Hand sanitising stations are provided at all entry and exit points.  Everyone is encouraged to carry their own sanitiser/gel.	Door steward to remind people on entry.	Everyone Door steward
	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 worshippers.	Church steward Door steward Vestry steward
		Everyone except duty Church steward to enter and leave through the main door with only the duty Church steward using the white door to open and lock up.		Duty church steward Everyone
	Touching loose items	All loose pamphlets and hymn books and Bibles to be removed.	Clean or quarantine loose items that have been touched.	Church steward
		Preacher/reader to bring own Bible etc as required.	Remind preacher when making first contact about the service.	Church steward Preacher
		Words for hymns, prayers and readings may be projected instead.		AV operator Preacher
	Touching equipment	Users to clean equipment before and after each use (including door handles, light switches, window openers, tables, chairs, piano, AV equipment etc) unless quarantined for at least 72 hours before re-use.		Church steward

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	Touching chairs and tables	Church not to be used 72 hours before services.	Users to clean chairs and tables before and after each use if used within 72 hours.	Church steward
	Spreading micro-organisms into parts of the building not in use	Use only necessary spaces.  Move radio microphones and collection forms into church to avoid using Minister's vestry.  Choir vestry may be used by preacher.		Church steward
	Handling cash	All worshippers encouraged to give electronically.  No offering during service; collection plate placed at exit from Church.	Those handling cash to practise stringent hand washing.	Take Note editor Church steward Treasurer
Trans- mission through consump- tion of food and drink	Eating and drinking on premises	Avoid eating and drinking on the premises.  No refreshments provided after service.		Everyone
		Preacher/Worshippers to be advised to bring a bottle of drinking water.		Church steward Take Note editor
		Communion not to be served during services without additional special precautions.		Minister
Trans- mission through toilets	Virus may be easily spread in toilets	Worshippers to be advised to use toilets before leaving home to minimise use of church toilet.		Take Note editor

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	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 unless quarantined for 72 hours.		Everyone
		Restrict use to toilet in Welcome area to reduce need for cleaning.  Prioritise disabled use where necessary.		Church steward
	Poor hand hygiene	Notice instructing those using the toilet to wash hands before and after use.		Church steward
	Young children do not follow procedures	Young children to be accompanied to the toilet by their parent/carer.		Parents
	Lack of cleaning materials	Increase toilet inspections to check for cleanliness and supplies.	Steward to advise housekeeper if supplies are low	Steward Housekeeper
		Ensure all toilets have adequate supplies of liquid soap, paper towels, wipes and toilet paper.		Property Team Cleaner
Vulnerable Persons	Vulnerable people need to attend activities	Encourage people to attend only if they are comfortable with arrangements.		Take Note editor
		If possible, provide substitute activities that can be joined from home (if services are being recorded, permission from participants need to be obtained in advance with distribution details).	Follow Methodist Church GDPR guidelines	Church stewards Circuit Local Preachers Meeting

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<b>Mental Health Issues</b>	Mental health and wellbeing affected through isolation	Have regular 'keep in touch' meetings / calls with those who cannot attend worship and other face-to-face activities.	Talk openly about well-being and who to talk to.	Pastoral visitors Church stewards Minister
	Mental health and wellbeing affected through anxiety about coronavirus	Keep everyone updated on what is happening and procedures in place so they feel involved and reassured.  Publicise these arrangements to church members, hall hirers, regular attendees and everyone using the church buildings.		Take Note editor
<b>Worshippers do not carry out procedures</b>	Worshipper is not aware of procedures	Display appropriate public health posters and notices in the Welcome area informing everyone of the control measures that are in place and their own role and responsibility to follow them.		Church stewards
		Announce arrangements during service where there is a risk procedures will not be followed.		Church steward Minister
		Ensure that everyone is aware in advance of the infection prevention and control precautions that are in place for services and the behaviour expected of them during the pandemic to keep themselves and others safe.		Take Note editor



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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 or Welcome area) until they are collected.</p>		Church steward
		Be prepared to release Test and Trace record if necessary.		Church stewards
		<p>Emergency Action Plan should be carried out including:</p> <p>If possible close the church and choir vestry 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>		Letting officer Property team Cleaner

*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.*

<b>Contacts</b>	
<b>Safeguarding Officer</b>	<b>Fiona Axton</b>
<b>Church Health/Safety Officer</b>	<b>Annette Peddie</b>

<b>Roles/Circulation</b>	
<b>Church stewards</b>	<b>Church stewards have delegated responsibility for ensuring safe use of the premises</b>
<b>Preacher and Worship leader</b>	
<b>Door and vestry stewards, AV operator, Musicians</b>	<b>Individuals with particular responsibility at a service</b>
<b>Take Note editor</b>	<b>Internal communications</b>
<b>Property and Finance Team including Lettings officer, Treasurer and Housekeeper</b>	<b>Group responsible for the day to day operation of the buildings</b>
<b>Pastoral visitors</b>	
<b>Chair monitor</b>	<b>Joyce Pegg</b>
<b>Circuit administrator</b>	
<b>Cleaner</b>	
<b>Minister</b>	

<b>Risk Assessment</b>	
<b>Created by</b>	<b>Wider Leadership Team</b>
<b>Revision history</b>	<b>Version 2.2: 1-Sep-2020</b>