

## 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. 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.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

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>
Torquay Seventh-day Adventist Church	Torquay Church Board Chris Proctor (Health and Safety Officer) Pastor Weiers Coetser
<b>Address</b>  4a Warren Road Torquay	<b>Area of the building assessed</b>  <b>Worship hall, Entrance hall, Vestry, Passage way between church building and vestry, Toilet Facilities, Youth hall/kitchen</b>  <b>Video and Photos of the church with the Covid-19 safety measures in place are uploaded here: <a href="https://photos.app.goo.gl/8rAzyP59HaSduAEy8">https://photos.app.goo.gl/8rAzyP59HaSduAEy8</a></b>
<b>Postcode: TQ2 5TE</b>	
<b>Date of Initial Assessment: August 2020, February, 2021, 5 March 2021, and 1 April 2021</b>	<b>Assessment Review Date: 19 April 2021 and then shortly after each of the government key dates for the easing of lockdown Restrictions (May, and June).</b>

**Events:**

These arrangements cover the following events that may be arranged by the church:

Regular worship services, which usually take place on Saturday mornings. These include Sabbath School and Worship service.

Occasionally these regular services will include a communion service, and very occasionally a lifecycle event like a child dedication. An additional risk assessment will be conducted prior to any such event, based on the current government guidance at the time.

Traditionally we have not conducted funeral services from our church building, but in the unlikely event that this will be needed, it will be done under these arrangements, and whatever regulations the government might prescribe at the time. An additional risk assessment will be conducted prior to any such event.

No baptisms will be planned until at least 21 June 2021 when government restrictions on these events will potentially be lifted. At such time, a separate risk assessment will be done for each event, based on government guidelines at that time.

## 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?

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.

#### **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

<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>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Outside the church.</b> The church door fronts onto a relatively narrow pavement with little space for people to gather and for passersby to pass safely.	Those who attend church and public walking by	1	1	2	Lay down Social Distance markers on pavement for four or five people.	<p>Mark out social distancing lines on the pavement.</p> <p>Set up clear signage requesting members and the public to social distance and to enter/exit church one by one.</p> <p>Communicate with members before church opens explaining that this system will be in place. Request members not to congregate outside of the church.</p>

<p><b>Entrance hall</b> Used for both entrance and exit as well as for access to toilet facilities. Can only safely accommodate two people who are socially distanced.</p>	<p>All who enter the church, all who exit, all who need to use the toilets.</p>	<p>3</p>	<p>3</p>	<p>6</p>	<p>At all times we should restrict people in the entrance hall to only two people.</p> <p>One person should be an usher who can direct traffic into the church or out of the church or to the toilets.</p> <p>We should leave the door between the entrance hall and the main worship room open to avoid contact.</p> <p>This is the most logical spot for a handwashing station serving those who enter and exit, and those who go into the toilets (although handwashing facilities are also to be made available in the toilets)</p> <p>An offering box or receptacle should be set up in the entrance hall (or near it) where members can leave their offerings because we cannot take up offering by passing a plate/bag. Members of the treasury team who will handle any donations that are placed in the box, will be provided with disposable gloves and trained in safe disposal of such gloves after using them.</p> <p>An attendance list should be available for ushers to check in members and visitors who arrive. (Only ushers to fill in details to limit multiple contacts with common surface).</p> <p>Register our Venue on the NHS app and print out a QR code to allow sign-in via NHS contact tracing app.</p>	<p>Appoint volunteer ushers who can control the flow of traffic through the entrance hall.</p> <p>Ushers should receive training and be willing to work on a rota basis as they enter church.</p> <p>Ushers should wear PPE (mask or face shield).</p> <p>Ushers should be provided with a clip-board and a list of church members to keep a record of attendance. (See "Attendance" section later on.)</p> <p>Ensure that Entrance hall is decluttered with only one chair, a contact free hand washing station and an offering box/container. Clearly marked.</p>
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						<p>Provide a supply of masks for worshippers who might arrive without masks. (The Health and Safety officer should monitor this supply and be empowered to replenish it when needed.)</p> <p>Provide a supply of disposable gloves for ushers/treasury team/ AV team who may need to handle items that were handled by others.</p> <p>Clear signage needs to be installed asking worshippers to wash their hands, not to gather in the entrance hall.</p> <p>Church members to be informed about the check-in procedure, request to Sanitise hands, need to wear masks and the flow of people through the</p>
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						entrance hall – in a video before the re-opening of church.,
<p><b>Main Worship Hall.</b> It is possible to seat approximately 20 members in the main worship hall if individuals and family groups remain 2 metres apart. If we keep 1.5m distance, we can seat about 25 members (including platform party and pianist)</p> <p>With high ceilings, and without being at full capacity,</p>	All worship in the church	3	3	6	<p>Remove excess chairs from the main worship hall and only position the necessary number of chairs at appropriate distances from each other. (We need to decide if we will keep to 2 m, or if the other mitigating actions make it safe for us to arrange chairs 1.5m from each other.</p> <p>Establish a booking system to establish who will attend the church and arrange the chairs for individuals / family groups / people in social bubbles to get optimum seating space. We should leave two or three chairs open for visitors.</p> <p>We could provide members who book before the time with a floor plan to indicate where they will be seated.</p> <p>An usher can be on duty to show people their seats and point them in a safe direction of travel.</p> <p>Set chairs up with two isles and mark out a one way system through the worship hall.</p> <p>Remove all hymnals and shared items from the worship hall.</p> <p>Encourage members to not move around unnecessarily once seated. If a person needs to move, an usher can try to prevent other movement during this time. The usher should also direct people for an orderly exit after church.</p>	<p>Remove excess chairs from worship hall and store in the youth/hall kitchen area</p> <p>Remove all hymnals and shared resources from the worship hall. Store in vestry. (done).</p> <p>Consult with members to find out who will be joining for worship on a regular basis. Try to arrange chairs to accommodate regular members and family groups with the appropriate distancing. If it is impossible to accommodate everybody a booking system should be put in place.</p> <p>(Establishing a booking system would require</p>

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<p>the church is relatively well ventilated. There are also wall fans in the main worship hall and in the foyer. There is the possibility to open windows to improve ventilation.</p>					<p>Ensure that at least two windows remain open during services on each side of the church hall.</p>	<p>that we appoint one or two volunteers to manage this system and communicate effectively with members. Some knowledge of online services like Eventbrite or Microsoft forms will be helpful)</p> <p>Purchase floor tape to indicate safe social distancing and direction of travel (up one isle and down one isle) and experiment putting this on the floor.</p> <p>Appoint a team of ushers and draw up a rota. Provide training. (See actions under “Entrance Hall” above.</p> <p>Ushers to be clearly identifiable.</p> <p>Communicate with members before meeting the first time by means of a video to show them how seating</p>
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						<p>and movement in the worship hall will work.</p> <p>Open windows on either side of the main church hall to improve ventilation. Train the deacons or ushers to do this before each service.</p>
<p><b>Pulpit Area, Piano Area, Sound System Area</b></p>	<p>Pianists, Platform Party (Preacher &amp; officiating officer), Sound Engineer &amp; Computer operator,</p>	2	1	3	<p>These areas should have restricted access – strictly only for the people who are preaching/officiating/managing sound system/playing the piano.</p> <p>Other people should not be in contact with the sound and video equipment/microphones.</p> <p>For audience participation we can buy a rifle mike attached to a light pole.</p> <p>If the restrictions are adhered to, risk can be kept low.</p>	<p>Put up clear signs or barriers indicating restricted access.</p> <p>Inform members about the restrictions before opening the church.</p> <p>Train the sound engineers, musicians and worship leaders on the safe use of equipment, safe movement.</p>

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<b>Vestry &amp; Passage &amp; Youth Hall</b>	All worshippers	3	3	6	<p>The narrowness of the passage way to the church kitchen and the vestry combined with the fact that there is no option of setting up a two-way system means that we cannot use these areas apart from for very limited movement (for example by deacons to fetch a new chair, or for a preacher to get a glass of water, or for the platform party to meet in the vestry before the service.)</p> <p>This area to be placed off limits for the rest of the church.</p>	<p>Inform members that these areas are not open for access.</p> <p>Print and erect signage stating that entry is not allowed.</p>
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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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Cleaning Staff/Volunteers  Even with precautions it is possible that someone who has Covid might have used the church building and cleaning staff might be exposed to the virus when they clean.	To be Confirmed	2	3	5	Ensure that staff have training on general cleaning where Covid-19 could reasonably be suspected.  Provide disposable cloths and detergent with the correct level of chlorine to kill the virus.  Provide disposable gloves, aprons and training in safe disposal of PPE and gloves (double bagged & handwashing before and after use.)  Allow 72 hours after the building has been used before cleaning takes place.  Develop a waste disposal strategy where discarded material from the church can be bagged and left for 72 hours before placed in a bin.	Appoint cleaning staff and ensure that they have training in what needs to be cleaned.  Ensure adequate supplies of cleaning material and PPE.  Disposing of waste.
During the service we need to provide essential	<b>All worshippers who use the common area</b>	2	3	5	Areas that multiple people might come in contact with:  The front door, restroom Doors	Wipe these common surfaces down regularly as footfall increases.  Try to keep all doors open at times when

cleaning to avoid multiple contact and potential exposure to the virus					<p>Toilet and Handwash Basin The door between the entrance hall and main worship hall.</p> <p>Microphones, Sound System, Piano/Organ, Computer – We have fixed mikes at the pulpit. We might decide that we will not use any roving microphones (unless we are streaming – then we need to ensure that each person who talks will be picked up by a shotgun microphone – or we should simply make sure that any speech takes place from behind the pulpit where the fixed microphones will pick)</p> <p>Only one person should work on the sound desk / multi-media desk / video cameras/ piano per service.</p> <p>Provide cleansing material that can be safely used on the electronic equipment to clean between services.</p>	<p>most people arrive and leave.</p> <p>(We need to decide if we will have a cleaner on standby to do this, or if the two ushers will do this?)</p> <p>What will we do in toilets? Do we provide disposable wipes and ask each person that uses the facility to wipe down as they leave? Do we have a cleaner on standby to go in two or three times to clean?</p> <p>Provide cleaning material for microphones, electronic equipment.</p>
Between Services we need to clean common surfaces to prevent the	<b>Cleaners and Worshippers</b>	2	3	5	Where possible allow 72 hours after the service before cleaning.	Provide a cleaning plan and request cleaners to tick off each area when cleaned.

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virus to infect others						<p>Gather any paper or items left behind after surface. Empty all bins in bags.</p> <p>Disinfect all door handles and hard surfaces that people are in contact with.</p> <p>Use suitable sanitising spray for microphones, electronic equipment and musical instruments.</p> <p>Wash and disinfect toilet and handbasin surfaces.</p> <p>Vacuum carpets to keep area dust free</p> <p>Replenish disposable towel holders</p> <p>Replenish soap and hand gel.</p> <p>Inform deacon or health and safety officer if stocks of cleaning material, hand wash, PPE runs low</p>
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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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Handwashing And hand sanitizing Facilities	All who enter the building	n/a	n/a	n/a	<p>There are washing basins in the two toilets. Ensure that they have adequate soap, and that there are supplies of paper towels and bins to dispose towels in.</p> <p>Provide an electronic hand gel dispenser in the foyer allowing people to sanitise their hands when they enter and leave.</p> <p>Provide signage for people to identify hand washing facilities and to encourage them to use it.</p> <p>Inform members about these facilities and how to use them before church is opened (video).</p>	<p>Ensure that toilets have soap dispensers, bins (foot operated or electronically operated), and towels for drying hands. Provide disinfectant wipes for people to clean after themselves when they use the toilets.</p> <p>Design &amp; mount signage to point people to hand-washing facilities.</p>
Face Masks	All who enter				<p>The law requires wearing of face masks at all times in the building with limited exceptions.</p> <p>Remind church members who use public transport or who car-share to also wear face-masks.</p>	<p>Encourage members to bring their own face masks.</p> <p>Keep a supply of facemasks for people who may arrive at church without masks.</p>

						Provide link to videos that show people how to properly use face masks.
Disposable Gloves	Ushers/Cleaners/ AV team/ Treasury team				Ushers, Cleaners, members of the treasury team who may have to handle items that were handled by others (e.g. microphones, or cash donations) will be provided with disposable gloves.  Once used these gloves will be disposed of in a plastic bag by the wearer, double bagged and further disposed of after 72 hours have passed.	
Communion Services					Do a risk assessment before each communion service  Foot washing is not allowed  Use pre-purchased communion packs.  Decide on Hygiene practices of officiant – eg. Washing hands before handling bread. Break most of the bread with a knife prior to communion to reduce handling.	No Foot washing  Pre-purchased sealed communion packs  People to collect from a container at the door.  Encourage hand washing before collecting.  Provide a bin at the door for people to dispose packaging after the service.

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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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Church Members need to know that legislation requires certain actions and prohibits others.	<b>All potential attendees</b>	3	3	6	Failure to adhere to legislation puts everybody at risk and also risks prosecution and reputational damage.  Members need to be informed about the rules prior to attending church. This should happen by means of a video, announcements by e-mail, and text message, and in one or two cases by phone.  Specific information that needs to be communicated:  1. Facemasks are a legal requirement  2. Temperature checks prior to attending is a Conference requirement.  3. Social distancing apart from between families is a legal requirement (1.5 -2 metres while wearing a mask).  4. Singing is not allowed  5. Church services are required to be as short as reasonably possible, and members should not remain to socialise after the church service.	Communicate rules and requirements by e-mail, WhatsApp groups, Videos, and personal conversations.

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					<p>6. Parents with children requested to keep careful control over their movements.</p> <p>7. No more than 25 members in the church at a time and members requested to book prior to the service using a service like Eventbrite.</p> <p>8. A record to be kept of attendance for up to 28 days after the service, and then to be destroyed. (For contact tracing purposes and Data Protection.) NHS app can be used to sign in as well.</p> <p>9. Members to be reminded that if they have any symptoms they should self-isolate as per government guidelines.</p> <p>Changes to legislation or Covid-19 restrictions to be communicated in the same ways listed above.</p>	
Should someone who is scheduled to participate in the service become ill.	Worship Planning team, pastoral staff, and potentially the whole congregation	3	1	4	<p>1. The pastor and elders will keep a check on such matters and will be empowered to make a judgement call to either cancel a service or put alternative measures in place.</p> <p>2. We envision that our services will be blended online services and in person services in the church. Members and clergy can participate fully online with their contributions screened on a screen in the church. Those in church will also be able to participate so that people at home can see them. This allows for creativity in problem solving should contingency measure need to be put in place.</p> <p>3. If there is a risk that more members of the congregation may have become infected, or if there is a suspicion that an</p>	<p>Request anybody who may be involved with services and who may experience symptoms to contact the Pastor or the health and safety officer as soon as possible.</p> <p>Remind church members of the various communication channels for the church (E-mail list, WhatsApp, Church Facebook page) where</p>

					<p>outbreak may be related to church members together the decision will immediately be made to close the building and move all services online until it is clear that the situation is under control.</p> <p>4. If an outbreak appear to be linked to interactions in the church building, the church will be closed until a deep clean can be conducted – with at least 72 hours waiting time between closing the building and cleaning the facility.</p> <p>5. Should it be impossible to put in place adequate contingency plans, the church building will be closed at short notice and members encouraged to watch an online service. Options will be listed, e.g. Newbold or Stanborough Park or Croyden.</p>	<p>announcements may be made at short notice.</p>
Should someone fall ill at church	All members at church	1	1	2	<p>Given the safety measures taken above we think it unlikely that someone would become unwell at church, but if it did happen the following would apply:</p> <p>1. Patient will be requested to wait in church vestry which is closed off to public access as described above, until the relevant help arrives (in all likelihood and ambulance)</p> <p>2. Anybody who assists such a member will be provided with a mask, a face shield, gloves, and a disposable apron. When the incident is handled, such items will be double bagged and disposed of 72 hours after they have been used.</p> <p>3. Church members who may have been in contact with the patient will be informed to self-isolate.</p>	<p>Pastor, Elder on duty, and Health and Safety officer will be empowered to assess the situation and take these actions.</p> <p>Ensure that we have a supply of masks, face shields, gloves, and disposable aprons.</p>

**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

					<p>4. The church will be vacated and closed to the public, and a deep clean will be done at least 72 hours after the incident.</p> <p>5. A record of the incident will be recorded in the church accident book.</p>	
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<sup>1</sup>Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence.

### Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. New windows in sanctuary the open for ventilation	Dacol windows Paignton	July 2021	17/7/2021
2. Hand sanitizer dispenser in Foyer of church	Caretaker Peter Kasprowicz	June 2020	21/6/2020
3. Hand sanitiser dispenser in both toilets	Caretaker Peter Kasprowicz	June 2020	21/6/2020
4. Gooseneck microphones fitted to Rostrum to prevent unnecessary hand contact by speakers	Peter Kasprowicz and Chris Proctor	February 2021	19/2/2021
5. Removal of all hymnals and bibles from sanctuary and stored in a secure cupboard	Chris Proctor H&S	February 2021	18/3/2021
6. Deep cleaning of church sanctuary and foyer by external company	P & P hotel consultancy UK (Exeter )	February 2021	11/02/2021
7. Fitting of oscillating fans remote controlled in sanctuary. To change air circulation before and after services.	Peter Kasprowicz and Chris Proctor	November 2020	26/11/2020
8. Fitting of oscillating fan in church foyer	Peter Kasprowicz and Chris Proctor	March 2021	17/03/2021

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9. Disabled toilet fitting of a sensor to operate extractor fan	A Ostler electrical contractor	March 2021	17/03/2021
10. Hand held temperature gun for use before entry to sanctuary	Chris Proctor Health and safety	March 2021	18/03/2021
11. Face masks disposable gloves and antiseptic hand wipes placed in foyer for members use. Face shields for worship team as required. Disposable aprons will be available for those who may come to the assistance of a members, should they fall ill. A supply of plastic bags will be available to double bag and dispose of any of these items if members do not take them home with them. The church treasurer will also be provided with a supply of gloves to count any money or cheques that are given as donations to the church.	Chris Proctor Health and safety	March 2021	18/03/2021
12. Church attendance booking forms to be completed weekly in advance. Limited numbers to 25 members only. Copy of the booking form available <a href="#">at this link</a> . Will be uploaded to church website and published in newsletter.	Chris Proctor Health and safety	March 2021	01/04/2021
13. Weekly church register of attendees, including health checks to be kept on record for 21 days.	Chris Proctor Health and safety	March 2021	01/04/2021

14. Health questionnaire related to COVID to be completed weekly for each member in attendance (Incorporated in the Microsoft forms for those who are registering online, but screening will take place at the door as well.	Chris Proctor Health and safety	March 2021	01/04/2021
15. Church support team register to be completed weekly in advance. To ensure sufficient support team members are available to keep members safe.	Chris Proctor Health and safety	March 2021	17/04/2021
16. COVID safety notices displayed in sanctuary and foyer.	Chris Proctor Health and safety	March 2021	18/032021
17. Social distanced floor signs for social distance seating in sanctuary.	Chris Proctor Health and safety and duty support team	April 2021	01/04/2021 Ongoing /weekly
18. Restricted seating signs to facilitate socially distance seating in sanctuary.	Chris Proctor Health and safety	April 2021	01/04/2021
19. Rotas for cleaning surfaces and toilets between uses. (door handles, audio visual equipment and toilet area.)	Chris Proctor Health and safety	Weekly / ongoing	Weekly / ongoing
20. Weekly support team briefing by health and safety officer during COVID restrictions	Chris Proctor Health and safety	Weekly / ongoing	Weekly / ongoing

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21. Alternative Zoom meetings from church for those vulnerable members unable to attend church	Audio visual team & Worship team comprising (John Bunting, Klara Sokolova, Ian Lorek – who produce PowerPoints and Background Music)	As and when church is reopened	weekly
22. Letter to all members explaining action required for church attendance/ risk assessment in place for all members . Video to be made and uploaded to Church website. Members to be reminded of the communication channels for short notice announcements (WhatsApp, E-mail list, Facebook) Create a poster for the outside of the church telling passers-by that church is open and booking can take place online.	Pastor Weiers Coetser	Before church reopens and once all the arrangements have been confirmed.	Before church reopens
23. Purchase of a substantial offering box that can be wall mounted securely and locked	Chris Proctor Health and safety	April 2021	
24. Signs for hand wash in toilets and no congregating in foyer before after or during service.	Chris Proctor Health and safety	April 2021	
25. Purchase of foot operated waste bins for foyer and toilets	Caretaker Peter Kasprowicz	April 2021	01/04/2021
26. Toilet cleaning check list and cleaning material basket	Caretakers Peter/ Agnes Kasprowicz	April 2021	01/04/2021

27. Ushers to be given florescent jackets or badges to make them easily identifiable by members	Chris Proctor Health and safety	April 2021	01/04/2021
28. The youth hall / kitchen area are designated no entry areas for members attending services. Suspension of fellowship lunch and Friday evening meeting until further notice.	Caretaker Peter/ Agnes Kasprowicz	April 2021	ongoing
29. Vestry hallway and vestry to used by platform party only	Chris Proctor Health and safety	When church is open	ongoing
30. Social distancing signs and pavement markers to be placed outside church for up to five people	Chris Proctor Health and safety	April 2021	31/03/2021
31. Double bagging of all bin waste and PPE after service	Caretakers Peter/ Agnes Kasprowicz	When church is open	ongoing

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After assessing the risk and making the changes, you could put this [sign](#) that 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/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

General Scottish Government guidance [www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/](http://www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/)

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

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

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

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

Apparently