

COVID-19 RISK ASSESSMENT

CHURCH NAME: Grove Hill Evangelical Church, Grove Hill, South Woodford, London E18

Activity:	Sunday Morning Services
Description (including assumptions made for risk assessment):	<p>This risk assessment identifies the hazards and it assesses the risks associated with the safe resumption of Sunday Morning Services at Grove Hill Evangelical Church, South Woodford. This assessment has been drawn up with due consideration given to the principal of the five steps of risk assessment, which are (i) identify the hazards, (ii) identify the people at risk, (iii) evaluate, remove, reduce and protect from risk, (iv) record, plan, inform, instruct and train, and (v) review.</p> <p>Whilst we can readily identify the hazard for which this risk assessment has been produced, it must be accepted that we cannot entirely remove it. Therefore, the key issues identified below relate mainly to the reduction of exposure to the risk and to the means of protection from it. In particular, we have concentrated on measures that will;</p> <ul style="list-style-type: none">a. identify those particularly at risk from COVID-19.b. limit the number of people who could be infected by COVID-19.c. eliminate or reduce the means by which COVID-19 can be transmitted.d. provide advice to those who attend.e. record details of those who attend. <p>With each hazard item or activity noted below, it has to be assumed that without any control measures in place, the risk is high. As such, it is not necessary to continually state this, so this superfluous information has been omitted. It should also be noted that the risks associated with any identified hazard can be adequately managed, and that this risk assessment has determined that all residual risks are sufficiently low, such that Sunday Morning Services can take place without placing anybody in unnecessary or undue danger.</p> <p>It should be noted that the Government's current legislation and guidelines state that the minimum social distance is 1.0m when additional risk mitigation measures are in place, otherwise it is 2.0m. On the basis that the seating plan provides (i) a minimum social distance of 2.0m for everybody, (ii) a curved walkway varying between of 5.1m and 3.9m in width, which allows people walking in single-file safe access to almost all chairs whilst still maintaining a social distance of 2.0m to their left and to their right, and (iii) a minimum safe zone of 4.0m in front of speakers from behind the lectern, then this risk assessment demonstrates that Grove Hill Evangelical Church has laid down its standards such that they exceed the minimum requirements, and that it has done everything that it can to minimise risk.</p>

Assessment date:	16/08/2020
New review due:	15/10/2020 (revised)

Revision details:	Reviewed on 09/10/2020, and agreed as satisfactory for Sunday Morning Services from 18/10/2020, subject to the amendments that have been made as noted in the right-hand column below.
Revision 3	

Assessor(s):	Philip Clarke
Reviewer(s):	Martin Hull, Sarah Wilks, Vincy Raymond, GHEC Council

What are the hazards?	Ref	Hazard description	Who might be harmed?	Control measures that must be implemented	Description and further actions	Residual risk	Owner	Notes
1.0 EXPOSURE AND LIMITATIONS								
Too many people exposed to risk	1.1	Transmission of COVID-19 by direct physical contact	All attendees	Maximum capacity and occupancy limit	A separate assessment has determined that with various arrangements of seating facing a speaker on the stage (the normal orientation), the maximum capacity of the Church hall is 56 chairs. With arrangements of seating facing a speaker in front of the organ (perpendicular to the normal orientation), the maximum capacity is reduced to 46 chairs. However, to allow for those occasions when all chairs cannot be occupied due to social distancing requirements, then the occupancy limit has been set at 48 (normal) or 40 (perpendicular) attendees (in both cases a 15% reduction).		Philip Clarke	rev 3
	1.2			Application of occupancy limit	There is a need to determine in advance the likely attendance, so that the maximum occupancy limit is not exceeded. In order to allow for unexpected visitors, then we should plan for an attendance of around 45 or 46 people (in normal orientation) and around 37 or 38 people (in perpendicular orientation).		Philip Clarke	rev 3
	1.3			Occupancy of chairs	In the assessment of seating, chairs have been arranged as singles, or in clusters of between two and six chairs. The maximum occupancy can only be reached if seats are pre-allocated, so that attendees sit in clusters most appropriate to the size of their family or support bubble. In the perpendicular orientation, it has been decided that seating must be pre-booked.			rev 3
	1.4			Unexpected visitors	In the normal orientation, there is an allowance in the assessment of 4 chairs at the rear of the Church hall for unexpected visitors. For all chairs to be occupied, though, at least some of the visitors would need to be from the same family or support bubble. The maximum occupancy figures assume that 2 visitors could be accommodated. However, because these are adjacent to the rear doors, they would have to be vacated first.		Philip Clarke	rev 3
	1.5			Late-comers	Attendees should be encouraged to arrive early (or, at least, on time). Late-comers must only be permitted to join the Service if they can get to their allocated chairs, without compromising their safety or the safety of other attendees.			rev 3
	1.6			Special cases	In the normal orientation, the maximum capacity and occupancy calculations do not include any chairs for the stage, the sound desk, the Entrance lobby, or the Crèche. The safe zone around the sound desk allows for movement within the booth. In the perpendicular orientation the same applies, with the exception of the stage, where some chairs have been located for attendees.			rev 3

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2.0 ARRIVAL AND DEPARTURE								
Attendees coming into direct contact with each other, or being too close to each other	2.1	Transmission of COVID-19 by direct physical contact	All attendees	Arrival and access	No change is proposed to the route normally taken to enter the Church building, so access would be through the vestibule via the pair of double doors into the Entrance lobby, and then turning left through the double doors at the rear of the Church hall.			
	2.2		All attendees	Social distancing	The fully managed seating plans, together with the arrival and departure plans demonstrate that all attendees will be kept apart by a minimum of the 2.0m social distance during arrival and departure.			
	2.3			Briefing and instruction	See item 2.7 and section 6.0, below.			
	2.4			Hand sanitiser	See item 3.1, below.			
	2.5			Chair clusters	At present (October 2020), everybody needs to book their place in advance with Lynda Holmes, for each Sunday Morning Service. Individuals, couples and family groups will be pre-allocated a chair cluster in an exact location, which will be shown on a seating plan. In the event that pre-booking does not become necessary, then attendees will be allocated a chair cluster on arrival.		Philip Clarke	rev 3
	2.6			Allocation of chair clusters	When pre-booking is in operation, attendees will be directed to their pre-allocated chair cluster. When pre-booking is not necessary, attendees will be directed to the next available cluster type which is suitable for them, and which is closest to the front of the Church hall. By filling the chairs from the front, nobody will have to walk past occupied chairs in order to get to their own chairs.		Philip Clarke	rev 3
	2.7			Risk assessment and guidance	Before the start of each service a brief COVID-19 statement will be made. This risk assessment and the seating plan will be made available on the GHEC web-site. Information will be sent by e-mail to those who pre-book their seats, or who otherwise make a request for any relevant details.			rev 3
	2.8			Planned leaving and returning during Service	Families with children who are likely to attend Sunday school and / or with babies who might need to go into the Crèche will be placed at the rear with direct access to the safe walkway. This enables them to leave or return during the Service without compromising anybody else's safe zones. Also, any noise is much less likely to be picked up by the live streaming video.		Parents	rev 3 (new)

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	2.9			Planned leaving during Service	If attendees plan to leave the Service before the end, then they must make this known when they pre-book their seats (or, if this is not a requirement, when they arrive) so that they can be allocated suitably located chairs.			rev 3
	2.10			Unplanned leaving and returning during Service	Attendees must leave the Church hall by the double doors at the rear.			
	2.11			Egress and departure	On departure, attendees will be asked to leave by rows, in approximately the reverse order of their arrival. Any attendees occupying red chairs at the rear of the Church hall, must depart first. Any attendees occupying red chairs at the front of the Church hall or on the stage, must depart last.		Philip Clarke	rev 3
3.0 DIRECT CONTACT AND SOCIAL DISTANCING								
Physical contact between persons	3.1	Transmission of COVID-19 by direct physical contact	All attendees	Hand sanitiser	Attendees must apply hand sanitiser before entering the Church hall. This will be provided within the Entrance lobby. Attendees may use their own hand sanitiser, if they wish (to minimise contact with an object previously handled by others).			
	3.2			Family and support bubble	Attendees must stay within their own family and support bubble, and they must not approach or mix with any other family or support bubble.			rev 3
	3.3			Physical contact	Attendees must refrain from physical contact with those outside of their family or support bubble, before, during and after the Service.			rev 3
	3.4			Social distancing	Attendees must maintain the minimum social distance of 2.0m between their family and support bubble, and any other family or support bubble. Families with babies and young children that might need to bring in pushchairs and buggies, etc, will be allocated additional space beside their chair cluster. The additional safe spot will be marked by a green dot on the seating plan.			rev 3
	3.5			After departure	After departure, attendees must disperse quickly, and not remain outside in the vicinity of the Church building for any longer than is necessary.			

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4.0 AIRBORNE TRANSMISSION								
Airborne transmission	4.1	Transmission of COVID-19 through airborne particles	All attendees	Face masks	Attendees must wear face masks at all times whilst within the Church building.			
	4.2			Singing	Attendees will not be permitted to take part in congregational singing. Only performance singing by the Music group will be permitted. Attendees must not shout out loud.			rev 3
	4.3			Hygiene	Sensible hygiene precautions must be observed by attendees. For example, cover mouth and nose when sneezing, use tissues and put them in a pocket or bag to take home for safe disposal (tissues must not be placed in waste bins).			
	4.4			Ventilation	Reasonable ventilation will be provided via open windows, when the weather and external temperature allows.			rev 3
5.0 SURFACE TRANSMISSION								
Surface transmission	5.1	Transmission of COVID-19 via contaminated surfaces	All attendees	Doors	The pair of double doors to the vestibule and the double doors at the rear of the Church hall must be propped open, in order to minimise contact with door handles. In the event of cold or inclement weather, the outer double doors may be closed.			
	5.2			Bibles and hymn books	Bibles and hymn books must not be handed out for use during the Service. It is anticipated that the overhead projector will be used as normal.			rev 3
	5.3			Tithe and offerings	There will be no collection of tithes and offerings.			rev 3
	5.4			Communion	Communion will take place, but the exact form of the ceremony is still being investigated.		Martin Hull	rev 3
	5.5			Personal items	Attendees must retain their personal items. Hats, coats, scarves and other items must not be hung on the pegs in the Entrance lobby.			
	5.6			Other items	Attendees must not bring to the Service presents, gifts or similar items for loaning to other attendees.			
	5.7			Contamination on surfaces	It should be noted that there will be a seven-day period between Services, so no special measures are considered necessary for active COVID-19 contamination on surfaces.			

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6.0 INFECTION AND SYMPTOMS, HIGH RISK AND EXTREMELY VULNERABLE, SELF-ISOLATION AND QUARANTINE, AND EXEMPTIONS								
Infection by COVID-19	6.1	Transmission of COVID-19 by various means	All attendees	Infection	Attendees must be reminded to follow Government legislation and guidance to self-isolate if displaying typical symptoms of COVID-19 infection (high temperature, continuous cough, lost or altered sense of taste or smell).			
	6.2		Any attendee	Symptoms	Any attendee displaying typical COVID-19 symptoms at the Service should be asked to return home.			
	6.3		Vulnerable attendees	NHS high-risk and extremely vulnerable	Attendees must be reminded to follow current legislation and guidance if they are in the NHS high-risk or extremely vulnerable categories. Information will be sent by e-mail to those who pre-book their seats, or who otherwise make a request for any relevant details.			rev 3
	6.4		All attendees	Self-isolation	Those with anybody in their family or support bubble who have had, or are showing symptoms of having COVID-19, must not attend Services for a minimum of 14 days (or as directed by legislation or current guidance on self-isolation).			rev 3
	6.5		All attendees	Quarantine	Those who have visited places for which quarantine measures are in place, must not attend Services for a minimum of 14 days after returning home (or as directed by legislation or current guidance on quarantine).			
	6.6		All attendees	Exemption	Anybody who is exempt from wearing a mask should make this known in advance of attendance. This is advisory, but only so that those monitoring compliance with this risk assessment know what to expect. If possible (depending on the number of attendees), those not wearing masks will be allocated seats with more than 2.0m social distance from other attendees.			rev 3
	6.7		All attendees	Children	Children under the age of eight will not be required to wear masks, but their parents must take reasonable measures to keep them away from other people. Parents must decide whether or not their children are able to sit through a Service. For those that wish to take their children out of the Service, then the Crèche is available for this purpose.		Parents	rev 3

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7.0 LEGISLATION AND GOVERNMENT GUIDANCE								
Legislation and guidance	7.1	Test and Trace	All attendees	Register	A register of all attendees at each Service must be kept for a minimum of one month to assist NHS Test and Trace in the event of (i) an outbreak, (ii) an attendee becomes infected, or (iii) a request for such information from a person or organisation legally entitled to make such a request.			
	7.2		All attendees	Photograph	A photograph of attendees at each Service will be taken to assist with understanding interactions between individual attendees in the event that this is required.		Lynda Murray	
8.0 LOCAL COMMUNITY								
Wider outbreak in the community	8.1	Local outbreak of COVID-19 raises baseline level of exposure at event	All attendees and wider community	Local outbreak	In the event that there is an outbreak of COVID-19 in the local community, then Services should no longer be held.			
	8.2		All attendees	Local outbreak	GHEC has signed-up to a Test and Trace scheme, and the relevant QR code is on display on entering the Entrance lobby. Anybody who provides their details will be given the relevant advice, in the event that transmission (or the likelihood of it) is suspected.		Attendees	
	8.3			Transmission of COVID-19 at Service	In the event that transmission (or the likelihood of it) is suspected, then all those in attendance will be notified. See item 7.2 above.		Martin Hull Lynda Murray	
9.0 SUNDAY SCHOOL								
Protection of children	9.1	General guidance for Sunday school	Children and parents	Safeguarding	Sunday school will take place each Sunday in the Sports hall, but in order to avoid the need for additional certificates from the Disclosure and Barring Service (DBS checks, formerly CRB checks), it will be run by the parents of children in attendance.		Sarah Wilks	
Attendees coming into direct contact with each other, or being too close to each other	9.2	Transmission of COVID-19 by direct physical contact	Children and parents	Leaving during Service	Children will leave the Service at the appropriate time with their parents. See item 2.8 above.			

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Physical contact between persons	9.3	Transmission of COVID-19 by direct physical contact	Children and parents	Social distancing	Children will sit in family groups, and the family groups will be socially distanced. Every effort will be made to ensure that children remain socially distanced, although it is recognised that this will not always be possible. Activities will be limited to those that will allow adequate social distancing. Contact games and activities will not be permitted.			
Physical contact between persons	9.4	Transmission of COVID-19 by direct physical contact	Children and parents	Hand sanitiser	Adults and children will sanitise their hands before and after Sunday school.			
Airborne transmission	9.5	Transmission of COVID-19 through airborne particles	Children and parents	Face masks	Adults will wear face masks whilst not teaching and they will be socially distanced from each other, unless they are members of the same family.			
Surface transmission	9.6	Transmission of COVID-19 via contaminated surfaces	Children and parents	Equipment and stationery	Children in family groups will have their own equipment and stationery (pens, pencils, crayons, scissors, craft pots, etc), which must not be shared with other family groups. Families may bring their own equipment and stationery, if they wish.			
	9.7		Children and parents	Food	Families may bring their own food and drink, if they wish. Any snacks provided to the children will be individually wrapped.			