

Shepshed Word of Life Church: Risk Assessment for Returning to Worship at Belton St

Measures to make the building Covid Secure will require cleaning and pre-service checklists, an attendance register and at least two stewards. (One at the entrance and another in the foyer who will show people to their seats). The risk assessment should be revised if the Lord's Supper is introduced or there is a change in the usual service. A 'Guidelines' document will also be sent to the whole fellowship and also put on the website prior to re-opening.

Risk No.	Risk factor: Possible ways infection could occur	Control Measure (CM)	CM in place Y?N	Person responsible	Comments
1	Numerous doors, rooms, narrow corridors, stairs in building. Many surfaces which can be touched. Difficult to monitor and keep clean.	Create a ONE-WAY system through building. Cordon off staircase entrances & prop open doors. Use of direction signs & No Entry signs. Lock doors to no entry rooms if possible.	Y	Stewards & Cleaners	It has been confirmed with the property deacon that propping open doors will not affect Fire Safety. Regular cleaning of salient surfaces to be carried out and recorded on the cleaning checklist.
2	Several ways to enter and leave building. May produce possible pinch points as people pass through different doors.	Lock Belton St gate and entrance door. Lock lower (nearest street) car park door. Everyone to enter through upper car park entrance and to exit through door at vestry end of car park. .	Y	Stewards & speakers	Stewards to ensure that the one-way system is maintained. At the end of the service, people to be directed to the exit.
3	People try to enter building at the same time/Leave at same time	Steward at entrance to monitor car park, so that attendees enter at different times. At the end of the service, exit of people to be staggered.	Y	Stewards & Speaker	Speaker to ask people to remain in their seats at the end of the service until asked to leave by one of the stewards.
4	Attendees unaware of procedures.	Display relevant signs. Information to be given out by trustees prior to restart & this risk assessment and guidelines document to be put on the website. The rules for the three risk levels are given below ¹ .	Y	Trustees, Stewards & Speaker	Speaker to instruct attendees not to join any other group, or mingle ¹ with any person from another group, inside or outside the building.

¹ Tier 1 (medium risk): Any person attending must be alone or part of a group of not more than 6 or part of a group all from the same household or from two linked households. Tiers 2 & 3 (high & very high risk): Any person attending must be alone or part of a group all from the same household or from two linked households - non-household groups of 6 are not permitted. No mingling means that there should be no prolonged conversation between different groups. A brief 'hello' or nod when arriving is acceptable, but nothing beyond this.

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5	Attendees enter who may have symptoms	Have sign near entrance showing Covid 19 symptoms. Ask attendees to stay away if they have symptoms or if they should be isolating.	Y	Stewards	Explicit information to potential attendees that they should not attend if displaying symptoms. Everyone is to be asked whether they have any symptoms at the entrance door. Also see 'Guidelines' document.
6	Overcrowded conditions	Limit the number of people to those who can be seated in their social bubble. Stewards to take attendees to their seats. If a newcomer attends, then a member/s may be asked to make way if there isn't sufficient space.	Y	Stewards	A survey has been carried out that suggests the downstairs area will be sufficient for the numbers attending. If more space is required, the balcony can be opened up. Ideally though, the balcony should be reserved for vulnerable people.
7	Lack of social distancing	Social distancing marked out by 2m tape on floor. Sign to say "We support 2m social distancing" etc.	Y	Stewards	Face coverings/masks are mandatory. Only necessary chairs set out. Social distancing policy emphasised in 'Guidelines' document.
8	Contaminated hands	Ask attendees to use hand sanitiser when entering and leaving building. If people want to use the toilet immediately on arrival, they should be told to use the hand sanitizer there.	Y	Stewards	Hand sanitiser station at entry and exit points and also on table in front of toilet area.
9	Close contact between people	No physical contact between people from different social bubbles. Children to stay with parents at all times.	Y	Stewards	Steward will show each social group/bubble where they will sit.

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10	Congregational singing, Projecting voice when speaking as during preaching.	No congregational singing to be allowed. Speaker to use speech at conversational level. Speaker to remain in pulpit during the whole service (including children's talk). Speaker to be at least 2m away from first row and, if thought necessary, screen to be placed in front of pulpit.	Y	Speaker	Speaker to emphasize at the start of the service that there should be no singing during the service. People to reflect quietly on the words or to hum gently. Screen in front of pulpit not considered necessary (nearest chairs have now been removed).
11	Distributing Bibles & Hymn Books / WOLP.	No church hymn books or bibles to be used. The words of hymns and bible readings will be projected onto a screen/wall. However, a few Orders of Service may be available for those that need them. People are to be asked to take these with them at the end of the service.	Y	Stewards & Speaker	People can bring their own orders of service (if these are still being provided), printed out from the SWOLC website, and also their own bibles. Speaker to remind people to take service sheets with them at the end of the service.
12	Toilets and washroom area	Only one person in the male and in the female toilets at a time. Children under 11 to be accompanied by a parent. Hands to be washed thoroughly after using the toilet. Only paper towels to be used, and then disposed of in plastic bag in bin.	Y	Stewards & Cleaners	Cleaning regime to include removal of paper towel waste in sealed bag. Seating steward to monitor toilet numbers and signs to be displayed to inform of arrangements.
13	Relevant light switches.	Relevant light switches to be cleaned using anti-viral wipes after use.	Y	Cleaners	
14	Collection	No offerings to be taken	Y	Stewards	If people want to give an offering, they should give online or send or post a cheque to Dave Bottomley (see Guidelines).

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15	Refreshments and after church fellowship	To restrict the amount of time spent in the building, no refreshments will be served prior to, during or after the service.	Y	Stewards	No communion will be taken until we feel that it is safe to do so.
16	Cleanliness of building	Regular cleaning schedule. Clean surfaces likely to be touched before service using sanitiser. Empty rubbish bins from previous week. Items left 72 hours will be safe.	Y	Cleaners & Stewards	We are only opening for a morning service. This will give ample time for cleaning to be done between services.
17	Track and trace for those who test positive for Covid 19.	Keep register of attendees. Ask for contact details of newcomers. Keep records for 21 days for track and trace system.	Y	Trustees & Stewards	Put an action plan in place in case of any confirmed cases in the building. Explicit information given to attendees to contact NH, AH or CJ if they develop symptoms after a service - see 'Guidelines' document.
18	Unforeseen events during week leading to building being unready for Sunday worship.	A pre-service checklist to be completed. This will include checking that the cleaning has been carried out, the chairs are spaced properly etc.	Y	Stewards	The checklist to be completed before each Sunday morning service and displayed on the noticeboard.
19	Attendance of vulnerable people	Explicit advice to over 70's and clinically vulnerable that they should follow government advice.	Y	Trustees	See 'Guidelines' document.

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Version No.	Date	Carried out by	Comments
Ver. 1	15 July 2020	Anna Holmes (AH) & edited by Nigel Holmes (NH)	Initial risk assessment.
Ver. 2	17 Nov' 2020	AH, NH & Chris Jones (CJ)	Revised in light of further government advice and comments made at the trustees meeting of 14 Oct 2020 and review of these comments by AH & CJ on 22 Oct 2020. Agreed by the Trustees at their meeting on 24-11-2020.
Ver. 2	08 Dec' 2020	CJ	Further slight amendments as a result of trial in-person service on 6 Dec 2020.