

## SWOLC Covid Risk Assessment (Ver. 4): Applicable to Worship in the New Building on Kirkhill

Risk No.	Risk factor: Possible ways infection could occur	Control Measure (CM)	CM in place Y?N	Person responsible	Comments
1	Attendees unaware of procedures.	Display relevant signs. Current procedures to be circulated to the congregation. Risk assessment to be put on the website.	Y	Trustees, Stewards & Speaker	Speaker to give out housekeeping instructions as given in Appendix 1 as and when considered necessary..
2	Spread of Covid by too many people attending.	Ensure numbers attending do not exceed the social distancing capacity of the rooms being used.	Y	Stewards	To be assessed on a regular basis. Unlikely to be a problem, as the side hall is available to take any overflow.
3	Spread of Covid by people who have symptoms.	Ensure participants are informed not to enter the building if they are feeling unwell or displaying any Covid symptoms or have been notified to isolate by the NHS.	Y	Stewards & Speaker	Notices about Covid symptoms and notification by the NHS to be displayed at the entry. Speaker to reiterate these messages on a regular basis.
4	Spread of Covid by too close social contact.	Rows of seating to be spaced at least 2m apart. Along each row, sufficient gaps (1 or 2 seat gap as circumstances dictate) to be maintained between different household groups / bubbles.	Y	Stewards & Speaker	Seating rows to be arranged at least 2m apart. Speaker to reiterate that social distancing should be observed throughout the building and also outside.
5	Spread of Covid by contamination from hands.	Everyone is to use hand sanitizer when entering the building.	Y	Stewards	Hand sanitizer to be provided at the entrance. Stewards to ensure that everyone has used sanitizer on entry.
6	Spread of Covid by a poor state of cleanliness.	A regular general cleaning schedule to be introduced. This should ensure that all surfaces likely to be touched are cleaned/sanitized.	Y	Cleaning Team	Cleaning Team to ensure that a record is kept of when the various parts of the building were cleaned.

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7	Spread of Covid by insufficient circulation of air.	Ensure that there is sufficient ventilation in each of the main rooms to assist air flow through them.	Y	Stewards	Stewards to ensure that there are enough doors and windows open to facilitate a through draft in each of the main rooms.
8	Spread of Covid by aerosol transmission.	Face masks must be worn whilst in the building, but can be removed when sitting down in the Main Hall. Speakers can remove their masks whilst speaking and should be at least 2m away from the congregation. All singing is to be behind masks or visors.	Y	Stewards	Spare face masks to be available at the entrance.
9	Use of common books and stationery.	Generally the words of hymns and bible readings will be projected. However if church hymn books or bibles need to be used, then these should be left on each seat rather than handed out, and then left on the seats at the end of the service.	Y	Stewards & Speaker	People can also bring their own hymn books and bibles: these should be taken with them at the end of the service.
10	Toilets and washroom area	Social distancing to be observed in the hand washing areas of the toilets. Hands to be washed thoroughly after using the toilet. Only hand driers to be used.	Y	Cleaners	Cleaning regime to cover all relevant surfaces in the toilets.
11	Collection	No offerings are to be taken during the service: however there is a box at the back of the Main Hall for donations.	Y	Stewards	If people want to give an offering, they should give online or send or post a cheque to Dave Bottomley at 57 Sullington Rd, Shephed.

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12	Serving tea, coffee and biscuits after the service.	Initially there will be no refreshments served after the service: however, if subsequently introduced, an agreed Covid secure practice should be used.	Y	Trustees	Arrangements to be assessed and agreed by the Trustees.
13	Communion	Initially communion will not be celebrated: however, if subsequently introduced, an agreed Covid secure practice should be used.	Y	Trustees	Arrangements to be assessed and agreed by the Trustees.
14	Ignorance of who attended a meeting if someone subsequently tests positive.	A record to be kept of who attended each service. QR code to be displayed at the entrance.	Y	Stewards & Speaker	All first time attendees are to be asked to supply contact details. The record of attendees to be kept for 21 days to aid track and trace.

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### **APPENDIX 1: Guidance on Housekeeping Instructions to be given out by the Speaker and/or Steward at the start or end of the service. (All of these points may not be required at every service).**

1. We're still to socially distance and be considerate to others (you might not realise how uneasy your behaviour might make someone else).
2. Masks are still to be worn as we enter the building. However, in the main worship area, masks are not now required once we are sat in our seats (for example during the prayers, reading and preaching of God's word) but will still be required when we sing or leave our seats. You are, of course, free to continue wearing them throughout should you so choose. For those who would prefer, the side hall will be made available as a facility where masks are to be worn throughout the service
3. We can sing gently from behind our masks.
4. Take away with you anything that have brought with you
5. If you need the toilets use the nearest exit; front doors / or doors at the back
6. At the end of the service, people are both free to leave or stay for a time of fellowship. Whether indoors or outdoors, we are to respect social distancing and, if indoors, masks are still to be worn.
7. We're not yet serving refreshments on a Sunday.

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### Version Control

Version No.	Date	Carried out or written 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.
Ver. 3	01 July 2021	CJ, NH & AH	Initial risk assessment for starting to worship at the new building on Kirkhill.
Ver. 4	05-09-21	CJ	Revision to take account of the easing of government Covid restrictions on July 19th 2021.