# Risk assessment

## Grace Church Kidlington – meeting at Gosford Hill School Assessment carried out by: Pastor and elders

## Date of next review: When Government announce changes Date assessment was carried out: June 2021

| What are the hazards? | | Who might be harmed and how? | | What are you already doing to control the risks? | | | What further action do you need to take to control the risks? | Who needs to carry out the action? | | When is the action needed by? | | Done | |
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| **1a. Preparation for services – cleaning** | | | | | | | | | | | | | |
| **Transmission of infection** | | **Anyone attending services or using the building to prepare for services**  **Potential for serious illness or death** | | **N/A** | | | **Some cleaning is required before & after the service each week.**  **(e.g. wiping down door + window handles, designated toilets etc)** | **Cleaning team of 4 or 5 under the supervision of a covid-safety aware team leader.** | | **Each Sunday at 3pm on arrival.** | |  | |
| **1b Preparation for services – seating & layout of the church** | | | | | | | | | | | | | |
| **Transmission of infection** | | **As above** | **N/a** | | | **Set out the cleaned plastic chairs according to seating plan with a mix of normal rows and an area of 1 meter-distanced seats** | | **Cleaning & set-up team** | **Continue for each service** | | |  | |
| **1c Cleaning toilets** | | | | | | | | | | | | | |
| **Transmission of infection** | | **Anyone who attends** | **N/a** | | | **Designate & clean 1 toilet for general use** | | **Cleaning team** | **Every week before & after the service** | | |  | |
| **2 Welcome team and managing Sunday services** | | | | | | | | | | | | | |
| **Transmission of infection** | | **Anyone attending services**  **Potential for serious illness or death** | **N/a** | | | **Welcome team to:**   * Welcome & direct to hand sanitizer stations * Direct to seats * Ask people to remain in seats before & during the service * Direct to exits after service ensuring social distance is observed by all * Use hand sanitizer again   at exit   * No need for a one-way system with the numbers we have on a Sunday * **Maintain fire exits** | | **Welcome team** | **Implement every Sunday service** | | |  | |
| **Transmission of infection** | | **Anyone attending church service** | **N/A** | | | **Maximize ventilation**   * Windows and doors to be kept open (subject to weather) | | **Welcome team** | **Each Sunday service** | | |  | |
| **Transmission of infection** | | **As above** | **As above** | | | **Refreshments will be available before or after services – but we will ensure no bottlenecks gather around the serving hatch** | | **Elders** | **Each Sunday service** | | |  | |
| **Transmission of infection** | | **Anyone attending church; potential for serious illness or death** | **As above** | | | **PPE: We will encourage people to continue to wear masks indoors (except under 11s and those exempt due to medical conditions) but will not turn away anyone who does not want to wear a mask**   * Supply of masks to be available as necessary | | **Individual responsibility of those attending**  Cleaning team leader to purchase supply of masks. | **Each Sunday service** | | |  | |
| **Transmission of infection** | | **As above** | **As above** | | | **Communion once a month following government guidelines on use of food & drink in religious ceremonies**   * Bread cut up at home by church member who is masked and has sanitised hands immediately prior to cutting the bread * Bread squares arranged socially distanced on clean plates / juice poured into clean individual communion cups on arrival by church member who is masked and has sanitised hands prior to preparing the bread & juice * Service leader does not touch or speak over the bread or juice. It is kept at a distance from all attending * Communion served by 2 sanitised & masked members to the seated congregation | | **Elders** | **Once a month** | | |  | |
| **Transmission of infection** | | **Anyone attending church; potential for serious illness or death** | **As above** | | | **Music**   * **We will sing outdoors unmasked when weather allows; & sing masked indoors when wet.** | |  | **Each Sunday service** | | |  | |
| **Transmission of infection** | | **Anyone attending church; potential for serious illness or death** | **As above** | | | **Safe management of exit routes from the building and hand cleansing**   * Welcome team oversee people leaving * Hand sanitizer available | | **Welcome team** | **Management Sunday by Sunday** | | |  | |
| **Transmission of infection** | | **Lower risk (outdoors)** | **N/a** | | | **We will encourage interaction to happen outdoors whenever possible** | | **Elders** | **Ongoing** | | |  | |
| **Transmission of infection** | | **Anyone attending church service and the wider population if an infected person attends** | **N/a** | | | **Compile a register of attendees at services** (and retain for 21 days to assist ‘track and trace’)  **Purchase & display the NHS Covid App QR Code for people to check in** | | **Welcome team / pastor**  **Cleaning team leader / welcome team** | **Ready for each Sunday** | | | June 2021 | |
| **3. Communication strategy** | | | | | | | | | | | | | |
| **Lack of awareness / compliance leading to increased risk of infection** | | **Anyone attending church service; potential for serious illness or death** | **Information disseminated by email, in Sunday services and on website** | | | **Communication strategy:**   * Disseminate information by email and website * Publish risk assessment on website | | **Pastor / elders / website manager** | **Before the first Sunday back at the school** | | | June 2021 | |
| **Transmission of infection**  **Virus ‘hotspots’** | | **Anyone attending church service; Population at large**  **Risk of serious illness or death** | N/a | | | **Continued monitoring of government guidelines** (including notifications of hotspots and reintroduction of lockdown) | | **Elders** | **Ongoing** | | |  | |
| **4. Creche and Sunday School** | | | | | | | | | | | | | |
| **Transmission of infection** | **Anyone attending church service; potential for serious illness or death** | | | | **N/a** | **We offer Creche (preschool age) & Sunday school (3s to 11s) both led by DBS cleared teachers following our safeguarding policy & practices.** | | **Elders and pastor**  **Creche leader**  **Sunday school teachers** | | | **Every Sunday** | |  |
| **5. Attendance at Sunday services:** | | | | | | | | | | | | | |
| It is important in resuming Sunday services, when permitted, that we try to protect people who are clinically vulnerable and more likely to develop severe illness. Current government guidelines require the following:   * Religious leaders, lay people, family, volunteers, staff and members of the public, including children, should stay at home if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable. * Individuals who are shielding should continue to follow the government’s [advice on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). * If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should be sent home and advised to follow the ‘[stay at home’ guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). If they need clinical advice they should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital. | | | | | | | | | | | | | |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) Published by the Health and Safety Executive 10/19