

Horsley Evangelical Church

Minister: Rev. Kenneth McIntosh 01483 283453

Church Postcode: KT24 6NU - Website: www.horsleyec.org.uk



Risk Assessment: Re-opening following Coronavirus Shutdown

The purpose of this Risk Assessment is to consider the specific risks relating to Coronavirus in opening the church for congregational worship in order:-

1. To prevent the spread of Covid 19 by reducing or controlling potential risks (as listed below)
2. To promote the safety of individuals attending Horsley Evangelical Church
3. To enable those attending to feel safe and confident with the arrangements
4. To comply with government guidelines for places of worship

Potential Risks:

Coronavirus entering the premises and potentially infecting users of the building.

Transmission of Coronavirus to an individual direct from an infected person.

Transmission of Coronavirus to an individual via a contaminated surface/item.

Transmission of Coronavirus to an individual via toilet facilities.

Transmission of Coronavirus to an individual via contaminated waste.

Transmission of Coronavirus to an individual via working in the church building.

A person being present exhibiting Coronavirus symptoms – emergency action plan.

Fire or other major emergency.

Coronavirus entering the premises and potentially infecting users of the building.

Persons to be informed by initial church notice email/letter inviting them back to church that they should not attend Church if they are suffering from raised temperature, new persistent cough, loss of taste or smell or other respiratory infection or if they are contacts of anybody with Coronavirus.

Government advice – ‘Covid 19 Guidance for the safe use of places of worship during the pandemic’ states: ‘Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.’

They are to be reminded of this every week by notice placed in the weekly bulletin sent out by email, by signage at the church entrance door and on the screen slide showing before the service starts.

The Deacon at the door will also ask anyone who appears to show symptoms on entry.

All persons entering the building will be asked by signage to use the available hand sanitisers.

A list of persons attending worship will be kept (in line with GDPR principles) for 21 days as requested by the public health tracing service.

The minister will be asked to record all visitors to the building for other purposes at non-service times.

Transmission of Coronavirus to an individual direct from an infected person.

One entrance only the double side doors. No entry at rear lobby doors (except Minister).

Upon arrival persons to wait in their cars until called in by a Deacon/attendant and shown to their seats.

2m distance cones to be outside entrance doors for any who walk to church or who do queue.

Upon entry person asked by Deacon/attendant (wearing a mask if thought necessary) and by signage to use the hand sanitiser.

Masks can be worn and will be available at the door.

The Seat rows will be placed 2m apart going forward back of chair to back of chair and 2m centre to centre of seat pad for side spacing. No face to face seating.

2 screens to provide side distance mitigation between 1 row of seats at the back of the church.

The resultant church seating capacity is greatly reduced to 48. Seating this number however will be dependent on the overall number of seats required by 'household groups' present.

To enable optimum seat use, seats will be allocated at each service and it may be necessary to sit in a different place on each occasion. Households will be asked to sit together.

Seating may be by advance booking depending on numbers.

Un-expected visitors to be seated with members vacating seats to distanced seats in the hall.

Those seated at rear to remain at rear and use rear door to access WC and return same way.

Those seated in front (pulpit side of clock) remain at front and use front side door to access WC and return same way.

The children will not be invited to come forward during the service and sweets will not be handed out.

Adults from the same household must escort children under 12 to WC and within the building.

If children need to leave the service they should be taken by an adult from their Household to a cordoned off area socially distanced in the Hall where the service will be re-layed.

Signage/floor marking to be used in the WC passage to remind persons to socially distance whilst waiting to use WC.

1 gents WC to be closed to ensure single use to avoid congestion.

At the end of the service, exit will be by row directed by Deacons. Those sitting at the rear will leave via the entrance door. Those sitting at the front via the church front side door, lobby outside the Minister's office and door to car park.

Congregation to be asked not to linger to chat whilst moving around the church and to exercise social distancing in the car park.

Congregation to be reminded of what is expected during the service and on exit by slides on the screen before and at the end of the service.

To reduce airborne transmission there will be no hymn singing.

Ventilation will be increased by leaving the church fan lights and as many doors as possible open.

Transmission of Coronavirus to an individual via a contaminated surface/item.

Hand sanitiser will be provided at the entrance door to be used by every person on entering and leaving the church.

6 Bibles will remain available at the entrance with a notice that they must be returned and placed in the box after the service. They will be quarantined until the next Sunday.

Young people's clipboards will be available with a notice that they must be returned and placed in the box with the Bibles after the service. They will be quarantined until the next Sunday.

Bulletin sheets for each week will be issued by email and persons encouraged to bring their own copies. If single use printed Bulletin sheets are issued for each service, individuals can pick them up for themselves and must take them away after the service.

Worshippers are asked to bring their own Bibles and take them home after each service.

All personal belongings will need to be removed from seats after the service.

Church writing materials, colouring books and toys will not be available during the current restrictions and the crèche room will be closed.

Those using the clipboards for questions must bring their own pens and place clip boards in the box with Bibles for quarantine.

The kitchen will be out of bounds under the current restrictions.

Bottled water for individuals will be available at the entrance door.

There will be no coffee/biscuits/fellowship gathering after the service.

Sweets will not be distributed to children during this pandemic.

The minister alone will use the head mic. It is to be sanitised for change of preacher.

A box to be positioned at the entrance to receive offerings which are to be left for 72 hours before being banked.

The church will remain unused between Sundays except for the Minister in the execution of his office.

Cleaning contractors will sanitise metal chair rims door handles switches and WC's.

Cleaning the premises has been re-organised to a Tuesday when the building is vacant and this will allow 5 days before the Sunday service for the building to quarantine.

The Minister will use the building taking care to sanitise any surfaces he may wish to touch.

Transmission of Coronavirus to an individual via toilet facilities.

Cleaners asked to sanitise WC seat/flush mechanism/taps/door handles/empty pedal bins.

Sanitising wipes to be placed in all 3 WC's. Congregation to be asked by signage to wipe down all surfaces they touch before and after use and dispose of wipe in pedal bin.

People to be asked to put WC flap down before flushing.

Adults from the same household must escort children under 12 to WC to ensure the above is carried out.

Only emergency visits should be made to the church building on Mondays or Tuesdays to enable the building to be "quarantined" after the Sunday worship.

The Minister will use the building taking care to sanitise any surfaces he may wish to touch.

Transmission of Coronavirus to an individual via contaminated waste.

Pedal bins to be provided in all 3 WC's and in the main church.

All bins to be left for 72 hours / removed by cleaning contractors.

Any material needing to be removed before the cleaning contractors to be done by persons wearing mask and gloves.

Transmission of Coronavirus to an individual via working in the church building.

The Minister will continue to work from his office within the church building.

He will have access via the rear carpark door (which is closed to others on Sunday) during the week and Sunday.

The Minister will be responsible for sanitising the surfaces he touches within the building.

The Minister to maintain a record of any visitors entering the building during his 'working hours' and leave all deliveries untouched for 72 hours.

Any visitors to use the hand sanitiser provided at the door.

Minimise all meetings within the building using zoom, telephone, internet, where possible.

Socially distance all meetings within the building.

A person being present exhibiting Coronavirus symptoms – emergency action plan.

Church Building: Coronavirus Emergency Action Plan

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported.
<https://www.hse.gov.uk/coronavirus/riddor/>.

Fire or other major emergency.

In the event of fire or other major emergency the above instructions will be superseded by the need to leave by the nearest available fire exit.

This Risk Assessment will be subject to continuous review in the light of prevailing Government guidelines.

The Minister, Elders and Deacons
of Horsley Evangelical Church 22nd July 2020