

## Hope Church Ferndown.



Date of assessment: 26<sup>th</sup> June 2020 Assessors: Giles Woodcraft Role: Trustee

Assessment verified by: Hazel Thomas Role: Trustee

Review Date: 31<sup>st</sup> August 2020

Type of Risk Assessment: Returning to physical gatherings post COVID 19 in addition to regular risk assessment

Address of Premises: Hope Church Ferndown, Corbin Avenue, Ferndown, BH22 8AZ

Details of premises: Single storey building, approximately 260m<sup>2</sup>. Brick built with flat and pitched roof.

Usage: Place of worship, community events, catering, youth work, office space.

Occupancy profile: Maximum number of people in the premises:

SUNDAY		WEEKDAY		SATURDAY	
00:00-08:00	0	00:00-08:00	0	00:00-08:00	0
08:00-12:00	36	08:00-12:00	10	08:00-12:00	0
12:00-16:00	10	12:00-16:00	10	12:00-16:00	36
16:00-20:00	36	16:00-20:00	36	16:00-20:00	36
20:00-00:00	0	20:00-00:00	36	20:00-00:00	36

Occupants especially at risk:

Sleeping	0
People using wheelchairs	0-5
People with other mobility issues	10-20
Young people aged 5-16	10-20
Babies and children aged 0-4	10-20
Vulnerable adults	0-5
First time visitors to the building	0-5
People whose first language is not English	0-5

Hazard rating relating to activity or environment (refer to hazard rating scores).

<b>Activity/Hazard</b>	<b>Person/s or environment at risk</b>	<b>Hazard rating</b>	<b>Risk rating</b>	<b>Overall rating</b>	<b>Current Controls</b>	<b>Action required</b>
Working conditions for staff and trustees – risk of transmission of Covid-19 virus.	Employees and Trustees	10	2	20	<p>Limited number of people accessing the building for work purposes.</p> <p>Each staff member has access to a designated computer.</p> <p>Equipment such as phones, printers and stationery are not shared.</p> <p>Anyone with symptoms of Covid-19 should self-isolate according to government guidelines.</p> <p>Hand washing facilities and hand sanitiser are available.</p> <p>Staff and trustees should not travel by public transport unless essential and should not lift-share unless from the same household or “bubble”.</p>	<p>Ensure communication between staff and trustees to avoid overcrowding of office space.</p> <p>Posters/signage to be displayed showing hygiene advice and hand washing instructions.</p>
General health concerns from building use, particularly after length of lockdown closure.	Staff, members, attenders.	8	2	16	Building has been monitored at least weekly during lockdown.	<p>Review health and safety arrangements.</p> <p>Flush water systems through before meetings begin again.</p>

<p>Risk of transmission of Covid-19 virus during meetings.</p>	<p>Staff, members, attenders</p>	<p>10</p>	<p>2</p>	<p>20</p>	<p>Arrange furniture for social distancing measures of at least 2m. We can accommodate a maximum of 14 households (1 or 2 people) OR 9 family groups. This gives our meetings a new maximum capacity of 36 people.</p> <p>Discourage those in higher risk categories (or who are in households with those who are at higher risk) from attending.</p> <p>Singing will not be allowed.</p> <p>Physical touch will be strongly discouraged.</p> <p>No refreshments will be offered during the meeting.</p> <p>Only one household/person can use a toilet area at one time.</p> <p>Chairs are arranged to keep households 2m apart at all times. Chairs will be in row formation rather than face to face. Doors and windows will be kept open whenever feasible to increase ventilation.</p> <p>People will be asked to use hand sanitiser before the meeting.</p> <p>Attendees will be able to access the building no sooner than 5 minutes before the service and will be encouraged to leave promptly in an organised way.</p>	<p>Communicate this to members and attenders in various ways – YouTube, Facebook, email, written letter.</p> <p>Create a booking system so people have to book before coming and we do not go beyond our new maximum capacity.</p> <p>Keep records for the 21 days that have been recommended to assist with the NHS “track and trace” scheme.</p> <p>Appoint a single person to steward the meetings (rather the welcome team) who will be located in the church garden to welcome and explain the new restrictions.</p> <p>The steward will monitor the toilet occupancy. People will be discouraged from using the toilet facilities unless it is absolutely necessary.</p> <p>Virucidal spray and disposable cleaning wipes will be made available and posters will remind people to clean surfaces and wash their hands after using the facility.</p> <p>Posters/signage to be displayed in the entrance area with hand sanitisation guidance.</p>
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					<p>Once the service has finished people will be asked to leave the building a row at a time and people will not be allowed to socialise inside the building.</p> <p>There will be either a deep clean or a period of 72 hours between meetings. Chairs will be swapped for each meeting. There will be no shared materials (Bibles, newsletters etc.).</p> <p>There will be limited distributed materials and these will be carefully controlled (see notes on craft activities and communion)</p>	<p>Steward to be designated with responsibility for organising people leaving the building.</p> <p>Cleaning schedule to be written and made available.</p> <p>Remove books and leaflets from entrance area.</p>
<p>Risk during children's meetings – children are less able to socially distance and therefore could spread Covid-19 more easily.</p>	<p>Staff, adult attendees, children.</p>	6	3	18	<p>Children will only be allowed to attend with parents. A maximum of 9 families will be accommodated. No other adults will be allowed to attend (apart from leader/steward). Families must book a place beforehand – no one will be admitted by turning up on the day.</p> <p>Each household will have a designated row, with space in front of this seating area OR a table with chairs around that ensures a 2m distance from other families.</p> <p>Activities will be led from the front. No contact activities. Any craft materials will be distributed to the household areas before the meeting.</p>	

					<p>Reusable craft materials will be gathered up after the meeting and stored in plastic container for at least 72 hours before reuse.</p> <p>No singing will be allowed.</p> <p>No refreshments will be provided (although families can bring their own).</p>	
Risks during communion meetings of transmission of Covid-19	Staff, members, attenders.	10	2	20	<p>No one under the age of 13 will be allowed to attend.</p> <p>All who wish to attend must book a place.</p> <p>14 pairs of seats will be placed. Only people in the same household can sit with each other.</p> <p>People in medically vulnerable categories will be discouraged from attending.</p> <p>Singing will not occur.</p> <p>Communion elements will be prepared beforehand, in a hygienic way, into individual disposable cups with lids that attenders can collect on the way into the building.</p> <p>No other food or drink will be offered during the meeting.</p>	<p>Purchase disposable cups and allocate a volunteer with a "food hygiene" certificate to prepare communion elements. PPE of mask and gloves to be worn while preparing the elements.</p>

<p>Risk to mental and spiritual health due to different arrangements, social distancing and segregation of usual congregation into different groups (children &amp; families, adults, vulnerable people)</p>	<p>All those who usually attend the church.</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Continued online services, video conferencing meetings and DVD distribution. Continued regular communication via email, social media and phone. Regular reminders all groups to continue to contact and support one another.</p>	<p>Use photos and video footage of different groups, in line with GDPR and Safeguarding policies, in digital content to encourage a sense of unity.</p>
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## Risk Assessment

Overall risk is score of hazard rating multiplied by score of risk rating.

	Minimal – 1	Low – 2 to 4	Moderate 5	High- 6 to 9	Critical - 10
Hazard rating	Could result in very minor injury. No treatment required other than minor attention.	May result in minor injury e.g. cuts or bruises. May require some first aid treatment by qualified first aider if slightly more serious. Need to note in accident book.	Results in injuries that will require medical attention. Could result in short term injury or illness (0-2 weeks); and/or possibility of significant damage to property.	More serious injury possibly requiring doctor or hospital attention. Could result in longer term injury or illness (2-7 weeks); and/or Possibility of destruction of major amount of property.	Causes very serious injury or illness. Could result in permanent life altering injury or death.

	Minimum, unlikely to occur – 1	Low, could happen but unlikely – 2 to 4	Moderate, may happen – 5	High, likely to happen in the near future – 6-9	Critical – 10
Risk rating	Excellent safety controls in place. Supervised by people who are well trained and experienced Equipment safe by design and well maintained. No accident history.	Effective safety controls in place. Awareness and routines are well established. Activity supervised by trained and experienced people. Some history of accidents, but some time ago.	More recent record of accidents (in the last year). Effective controls put in place since. Supervision by trained and experienced people normally adequate.	Several accounts of accidents over period of last three years. Controls or work routines could be improved. Supervisors need further awareness training and procedures not always followed properly.	Hazard permanently exists as controls are rarely applied. Supervisors lack adequate skills. Accidents occur frequently.

	No further action 1-9	No further action at this time 10-29	Take steps to reduce risk 30-49	Reduce risk or eliminate hazard as soon as possible 50-69	Immediate 70-100
Overall risk	Continue to monitor. Reassess if any significant incident occurs.	Continue to monitor. Report any significant changes in procedures training or equipment required. Be prepared for further risk assessment and changes.	Try to eliminate or reduce risk as soon as possible. Initiate training and/or purchase of new equipment/controls. Continue to monitor	Do not carry out the activity without seeking advice from specialist. Discuss with trustees and be fully reassured before continuing with activity.	Report this risk immediately. Do not carry out the activity until adequate measures have been put in place.