

COVID-19

Risk Assessment for Services from Heath Terrace

28.07.20

Context of Specific Risk Assessment:

- From 4 July 2020 places of worship are permitted to reopen for communal worship, marriage ceremonies and funerals.
- This risk assessment is specifically to enable these types of services to take place from Heath Terrace in a manner that is safe and in line with social distancing guidelines so that employees, volunteers and participants have minimal risk of exposure to the infection.
- The risk assessment is based on 40 to 60 people being present at Heath Terrace at any one time.* (Although for weddings and funerals there should be no more than 30 people in attendance**).
- This risk assessment should be read and followed as guidance by anyone who is involved in services (Service Leaders; Preachers; Media Team; Stewards), and anyone who may have cause to visit Heath Terrace at any other time. (eg. To undertake cleaning tasks or for general maintenance activities)
- We recognise that although every reasonable precaution can be made to protect ourselves and the Church fellowship, we are ultimately dependant on God for our protection and help.

Please note: This risk assessment does not cover the building being used for any other purpose other than services and the Livestreaming of acts of worship from Heath Terrace.

This specific risk assessment is to be considered alongside the Health & Safety Policy and associated general risk assessment, the Fire Safety Policy, and the Security and Incident Guidance for Stewards and those involved in ministry at Emmanuel.

What are the COVID-19 risks associated with this activity?

- Where individuals from different households are present in the same location at Heath Terrace, there is a risk that the COVID-19 infection may be spread.

<p>Important considerations prior to anyone visiting the church building at Heath Terrace</p>	<ul style="list-style-type: none"> • If you have any symptoms of Covid-19 (a new, continuous cough or a high temperature or loss of or change to sense of smell or taste.) then you must stay at home and self-isolate. <u>DO NOT COME TO HEATH TERRACE.</u> • If you are shielding you should continue to follow the government’s advice on shielding. PLEASE CONSIDER VERY CAREFULLY BEFORE COMING TO HEATH TERRACE. • If you are aged 70 or older, or are in a group*** that is at increased risk of severe disease from COVID-19. PLEASE CONSIDER VERY CAREFULLY BEFORE COMING TO HEATH TERRACE.
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What additional measures need to be taken to manage risks?

<p>MANAGING ATTENDANCE</p>	<p>Church Administrators</p> <ul style="list-style-type: none"> ✓ Booking system to be used so that attendance can be managed and the available places at each service allocated in advance. ✓ In allocating places at services, consideration will be given to those who may have additional specific needs or requirements. ✓ Contact details of all those attending a service will be retained for 21 days in order to assist NHS Test and Trace with requests for data if needed. ✓ Information is to be provided in advance to all those invited to attend a service to communicate key details of the measures in place to enable us to meet safely together at Heath Terrace.
<p>PHYSICAL ENVIRONMENT</p>	<p><i>NOTE: Some areas of Heath Terrace are not required for the safe use of Heath Terrace for services and are consequently not to be accessed during services. These areas are: The Office and the Green Room. Please do not access these areas, unless there is an urgent need to evacuate the premises, in which case the Green Room should be used as fire escape route from the toilets.</i></p> <p>The Deacons</p> <ul style="list-style-type: none"> ✓ Hand sanitiser, soap, paper towels, tissues, waste bins and cleaning materials are to be fully available for the use of those involved in and attending services at Heath Terrace. ✓ Signs to be in place to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. ✓ Signs to be in place to make clear that only one person should be in each toilet area at a time. ✓ Signs to be in place to encourage people to maintain social distancing, especially when queuing at entry / exit points and toilets. ✓ No entry signs to be in place to indicate internal doors that are temporarily not in use in order to manage the safe flow of people around the building ✓ Seating positions to be set out in the main hall in advance to maintain social distancing and so that seating can be allocated in advance to those who have booked / been invited to attend. <p>The first person to arrive for the service</p> <ul style="list-style-type: none"> ✓ Unlock and prop open the external front door. ✓ Use the hand sanitiser that is available in the entrance lobby before gaining access to the building via the coded entrance. ✓ Prop open internal doors; from the lounge area to the hallway; from the hallway to the kitchen; from the lounge to the main hall; from the hallway to the main hall, to allow others to access hand washing facilities in the kitchen, and to the toilets without touching door handles. (please keep the coded doors closed to maintain security whilst on site and prior to the arrival of the main congregation)

	<ul style="list-style-type: none"> ✓ Open windows in the main hall and kitchen, and open the kitchen hatch, to maximise airflow and ventilation dependant on the weather. <p>Stewards</p> <ul style="list-style-type: none"> ✓ Lay out “not in use” signs on seating that is not to used to maintain social distancing between households. ✓ Prop open coded entrance from the lobby to the lounge to allow ease of access to the main congregation as they arrive. ✓ Encourage all those arriving for the service to use hand sanitiser on arrival and to maintain social distance for each other. ✓ Manage the flow of people into the main hall and direct to allocated seating. ✓ Record that all those invited, have actually attended, in order to inform NHS Test & Trace if required. ✓ Manage the flow and queuing of people wishing to use the toilets.
<p>HYGIENE WHILST ON SITE</p>	<p>Those arriving in advance of main congregation (Service Leaders / Preacher / Stewards / Media Team)</p> <ul style="list-style-type: none"> ✓ Use the hand sanitiser that is available in the entrance lobby before gaining access to the building via the coded entrance. ✓ After arriving and prior to leaving, always wash hands thoroughly for at least 20 seconds using soap and water at the designated sink in the kitchen. <p>Congregation</p> <ul style="list-style-type: none"> ✓ Always use hand sanitiser when you enter and leave the building. <p>Everyone</p> <ul style="list-style-type: none"> ✓ Avoid touching surfaces and door handles as much as possible. ✓ Do not use the kitchen to make drinks, or to prepare food, or for any other purpose other than hand washing and cleaning. **** ✓ Bring your own Bible and any other resources or material you may need to use. Do not use the Bibles or any other communal materials that are stored at Heath Terrace. ✓ When you cough or sneeze, cover your mouth and nose with a tissue, or use the crook of your sleeved arm (not your hands) if you don’t have a tissue, and throw the tissue away hygienically. <p>Service Leader and Preacher</p> <ul style="list-style-type: none"> ✓ Always use the cleaning materials to wipe and clean the pulpit at every hand-over point and at the end of the service. <p>Media Team</p> <ul style="list-style-type: none"> ✓ Before touching any of the media equipment, hands must be washed thoroughly. ✓ Face masks must be worn, and 1 metre social distancing must be maintained, by media team members who are not part of the same

	<p>household. (These are additional measures required within the AV area as it is not viable to maintain 2 metre social distancing in this space)</p> <ul style="list-style-type: none"> ✓ Microphones should be provided for the Service Leader and the Preacher in a manner that limits the risk of cross infection. ✓ Wipe media equipment and any other areas touched with the cleaning wipes provided when Livestreaming is completed.
TOILETS	<p>Everyone</p> <ul style="list-style-type: none"> ✓ Only one person is allowed in any of the toilet areas at one time. (although members of the same household can use the toilet areas at the same time) ✓ Put the lid down on the toilet before you flush and use cleaning materials to clean the toilet, sink, and taps when you have finished. ✓ Always wash hands thoroughly after using the toilet. ✓ Paper towels can be used to reduce the risk of cross infection when using door handles or locks.
SOCIAL DISTANCING	<p>Everyone</p> <ul style="list-style-type: none"> ✓ Wherever possible, adhere to social distancing of at least 2 metres between individuals who are not from the same household. <p>Service Leader</p> <ul style="list-style-type: none"> ✓ At the start of the service, remind the congregation of the need to maintain social distancing whilst at Heath Terrace. ✓ At the end of the service, direct the congregation to leave in an orderly manner, one row at a time, with those sitting nearest the exit leaving first.
SECURITY	<p>Stewards</p> <ul style="list-style-type: none"> ✓ One Steward is to be positioned by the coded entrance door throughout the service to maintain security and to engage with any visitors who have not booked in advance. <p>The last person to leave at the end of the service</p> <ul style="list-style-type: none"> ✓ Ensure that the windows and all internal and external doors are closed as you leave the building. ✓ Use the hand sanitiser in the entrance lobby and wipe clean door handles as you leave using the cleaning wipes provided.
CLEANING	<p>Stewards</p> <ul style="list-style-type: none"> ✓ A thorough clean and tidy of the areas that are in use for services should be undertaken at the end of every service. ✓ Standard cleaning products can be used, but extra attention should be given to cleaning areas that may be touched most frequently, such as door handles, chairs, tables and taps. ✓ Bins should be emptied and checks undertaken to ensure that adequate supplies of cleaning materials remain available for use at the next service.

* The calculation of capacity for services at Heath Terrace is based on a site survey which has considered the total floorspace; seating arrangements; ventilation; entrance and exit points; in order to define the maximum number of people that can be reasonably expected to follow social distancing measures for safe use of the site during services. For each Sunday service there will be 88 seats set out for the use of the congregation, in addition to space allocated for 1 Preacher, 1 Service Leader, 2 Media Team and 4 Stewards. The maximum capacity for each service will vary depending on the actual mix of households and individuals attending the specific service. The total number of people in the building for each service is anticipated to be in the range of 40 to 60 people.

** For Wedding and Funeral Services, additional consideration needs to be given in regard to how the church building is decorated beforehand and cleaned afterwards in order to minimise the risk of spreading infection. The government guidance on funerals and weddings should also be followed as closely as possible (eg. At a wedding, “The rings should be handled by as few people as possible”)

<https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships>

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic>

*** The groups of people who are at increased risk of severe disease from COVID-19, include people who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

**** An exception can be made for those who are on site longer than the main congregation (members of the media team, Service Leaders, Preachers, Stewards). These individuals are permitted to use the kitchen to make drinks for individual use, provided all items and surface used are thoroughly cleaned afterwards.

“God is our refuge and strength, an ever-present help in trouble.”

Psalm 46:1