

CV-19 Risk Assessment for Grace Church Stoke on Trent

Activity: Sunday Morning Meetings (in person)

Assessment carried out by: Rebekah Chalmers & David Keeping

Date assessment was carried out: April 2021

Date of next review: Sept 2021 (or in line with any change in government guidelines, which ever comes first)

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What are the risks?	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?
<p>Spread of Covid19 through the transmission of the virus via airborne coughs and virus particles.</p>	<p>Grace church staff, trustees, volunteers, and any other members of the public who are visiting the church venue may all be harmed by contracting CV-19 and subsequently becoming unwell and/or transmitting it to another person.</p>	<p><u>Social Distancing and Capacity of the Venue for Sunday Meetings</u></p> <p>We have determined that 13 “zones” (or 37 seats), aside from the team of volunteers, can be set out in our venue in order that 2m social distance is maintained in every direction between each group of seats. Each zone is comprised of a different number of chairs (2 to 8) for different sized households/bubbles to enable people to attend, but not mix, at our Sunday services.</p> <p>Chairs for volunteers (stewards, AV, worship team and hosts) are also clearly marked with laminated signs that are able to be cleaned and are at last 1metre plus away from others.</p> <p>Anyone wishing to attend a Sunday service (apart from a rota’d team of volunteers to help it run) are encouraged to book a seat ahead of time to avoid crowding at the venue. This is done via “Eventbrite”, where the venue seating plan is set out for people to choose their seating area.</p> <p>As the system does not allow us to managing booking exactly as we would want to (i.e. blocking the seats around a booking to prevent other households taking a seat in the same zone as someone else), the</p>			

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		<p>booking process and website clearly give instructions for people to follow on how to maintain social distancing and the expectations of attending.</p> <p><u>External Precautions</u></p> <p>2 metres social distancing markers have been laid out on the pavement outside the venue and instructions for arrival for anybody coming to our venue are laid out in the booking process on the website. A “doors open” window between 10:10am and 10:30am has been advertised to ensure that there is sufficient time for stewards and the service host to clean and prepare the venue. An arrival window is also advertised to try to stagger entry to avoid crowding in the doorway and to ensure every has registered.</p> <p>Stewards then greet those attending at an appropriate distance, wearing masks and advise of the measure in place inside the building (hands, face, space).</p> <p>The NHS “track and trace app” is clearly accessible to sign in, but we also use the register established by Eventbrite to make a note of everyone who has come in person (including the team).</p>			

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		<p>Should someone refuse to comply with “hands, face, space” they will be asked to watch the service online. If they wish to contest this decision or believe they are exempt from wearing a mask, the stewards will ask the delegated “host” for the service to make the decision about entry and speak with the person concerned.</p> <p>Should the person not meet the exemption criteria and refuse to leave the premises, it may be necessary for the meeting host to call the local authorities, however, everything will be done to deescalate any tension or conflict.</p> <p>Once the meeting begins, the entrance door will be shut so that new arrivals will not be able to gain access (especially if we are reaching capacity).</p> <p>n.b. The front door’s thumb lock can be opened from the inside without a key, should the exit need to be used in case of emergency.</p>			

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		<p>Internal Precautions: Guests and volunteers will only have access to the entrance way, main hall, hospitality area and toilets. All other areas are clearly marked “no entry” and doors will remain shut to prevent spread of CV-19 via touch etc.</p> <p>At least one window in the hospitality area and two windows in the main hall will remain open in all weathers to provide adequate ventilation and fresh air to circulate.</p> <p>Whenever possible doors and windows will be left open throughout a service to ensure good ventilation and air flow.</p> <p>Seating zones will be clearly marked in the main hall.</p> <p>Visitors will be shown to their zone by a steward and asked to remain in their zone during the service.</p> <p>Visitors will be able to sit in a zone with other members from their household or bubble.</p>			

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		<p>Visitors will be reminded to maintain a 2-meter distance from all other visitors.</p> <p>Visitors will be asked to stay in their zone until the end of the service.</p> <p>At the end of the service, stewards will direct visitors to leave a zone, one zone at a time. This will avoid larger numbers of people using the exit all at the same time.</p> <p><u>Worship Team</u></p> <p>Members of the Worship Team who are not from the same household/bubble will need to stand 1 meter plus apart, 2 or more metres where possible. Up to 6 singers will be permitted, each ensuring they are not facing each other (unless they are from the same household).</p> <p>Singers will be at least 4 meters away from the congregation and will not, where possible, face any members of the congregation directly when singing.</p>			

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		<p>Designated spaces for the worship team will be marked on chairs to identify where the team members can sit/stand.</p> <p>Only members of the A/V team will be permitted to move around the main hall to ensure equipment is working correctly.</p> <p>All equipment will remain in place to avoid regular handling. Mics and music stands will be cleaned after every use with anti-bacterial wipes. Where possible microphones will be issued 1 per singer/speaker to keep to themselves and not to be shared with anyone outside of their household.</p> <p><u>Singing</u></p> <p>All persons (apart from up to 6 singers in the worship team) are reminded before booking, during the booking process, and during the service, that singing is discouraged due to the risk of spread of CV-19.</p> <p>People seen or heard to be singing will be politely reminded not to by the stewards. If people persist to ignore the measures (hands, face, space and no singing), they may be asked to leave by the meeting host.</p>			

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		<p><u>Track and Trace</u></p> <p>All staff, volunteers & visitors to the building are asked to remain vigilant. If they or anyone in their household becomes unwell with a new continuous cough, high temperature or loss of taste and smell, they are asked to stay at home.</p> <p>All volunteers, staff and visitors visiting the building will be asked to provide their name, email (if they have one) and phone number for the track and trace service as well as be encouraged to use the QR code for the NHS app, displayed on the front door of the venue.</p> <p>Personal details will be collected separately to Grace Church's other data and paperwork. The information will be stored securely and will be deleted after 21 days.</p> <p>Staff, volunteers, and visitors will be asked to inform Grace Church if they develop Covid19 symptoms subsequent to their visit to the building.</p>			

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		<p>Use of Toilets All toilets & sinks in the venue are cleaned regularly with anti-bacterial cleaner.</p> <p>Laminated and cleanable signs (free/in use) are hung from the entrance doors to share toilets to ensure those wishing to access the toilet know if they are safe to use or they need to wait.</p> <p>Toilets will be available for visitors to the building. However, all visitors will be encouraged to use the toilets only when really necessary.</p> <p>Only one person/household/bubble will be allowed into the toilets at a time.</p> <p>In the event that the toilets have been used during the service, then the toilet must be cleaned after the service by a volunteer wearing PPE and using anti-bacterial/sanitising solution.</p> <p>Antibacterial wipes will be available for staff, volunteers, and visitors to use on taps, flushes, door handles before and after their own use of the toilet.</p>	<p>Continue to remind every visitor that they must wash/sanitise their hands on entry to the building as well as maintain high standards of hygiene and hand washing throughout their time in the building.</p> <p>Maintain guidance posters</p>	<p>Rebekah Chalmers</p> <p>All staff and lead volunteers</p> <p>Rebekah Chalmers</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p><u>Cleaning</u></p> <p>The building is cleaned and tidied once a week and after each use.</p> <p>At the Sunday service, stewards, the host and the team clean down their own seats and equipment and the stewards and hosts clean all the chair backs, legs and sides as well as door handles, surfaces, light switches, tables, cupboard doors and any other item that has been touched by someone.</p> <p>All rubbish is taken home in a sealed rubbish bag and being disposed of by a steward or host in their own bin. This is due to our waste disposal service with the council being paused during decreased use of the venue during the Covid19 pandemic.</p>	throughout the building.	All staff, stewards, hosts and worship team.	Ongoing

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		<p><u>Entry and Exit</u> One entrance (front of the venue) and one exit point (rear of the venue in the hospitality area) is used on Sundays, encouraging guests, staff and volunteers to follow a one-way system to reduce the likelihood of close contact/walking in front of others.</p> <p>During “doors open” and the end of the service, the doors will remain open to avoid the need for people to touch door handles/bars.</p>		Stewards & Hosts.	Ongoing

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<p>Spread of Covid19 though transmission via provision of food and drink.</p>	<p>Grace church members of staff, trustees, volunteers, members of the church family, (congregation) and members of the public may all be harmed by contracting Covid19 and subsequently becoming unwell and/or transmitting it to another person.</p>	<p>Refreshments (including communion wine/bread) No refreshments will be provided to staff, volunteers, or visitors.</p> <p>Staff, volunteers, and visitors will be asked to bring their own drink if they wish to have one. This information will be communicated to all visitors via the booking in system.</p> <p>Individual communion cups (which include juice and a wafer which are hygienically packed and sealed) will be provided to each person at the service if they want to participate in communion. A steward who has sanitised their hands and is wearing a mask will hand these out. Each person will be asked to open their own cup/wafer and take the rubbish away with them and not to share any communion cups, wafers etc.</p>		<p>Stewards</p>	<p>Ongoing</p>

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<p>Injury or death caused by slow evacuation of the building in the event of an emergency.</p>	<p>Grace church members of staff, trustees, volunteers, members of the church family, (congregation) and members of the public may all be harmed by slow evacuation from the building caused by restricted movements in place for social distancing.</p>	<p>High standards of fire safety are already in place. Fire risk assessments and procedures are in place and reviewed regularly.</p> <p>A fire detection system, fire-fighting equipment and emergency lighting are all in situ and maintained sufficiently.</p> <p>In the event of a fire or emergency, the 2 metre social distancing rule will not stand whilst evacuating the building.</p> <p>Visitors will be asked to follow normal evacuation procedures.</p> <p>Visitors will be asked to gather at the assembly point on the car park and resume social distancing when it is safe and possible to do so.</p>		<p>All staff, stewards and hosts.</p>	<p>Ongoing.</p>