

RCCG Grace Haven Chapel Coronavirus / Covid-19 Risk Assessment

Church Name: The Redeemed Christian Church of God, Grace Haven Chapel

Name(s) of person(s) covered by this assessment:

- Church Members / Ministers / Pastorate
- Workers / Volunteers / Visitors to Church
- Cleaners

Tasks and activities covered by this risk assessment:

- Worship during COVID-19 pandemic including social distancing
- General premises occupancy and movement
- Personal hygiene
- Cleaning and sanitisation
- Sunday Service attended by members, youth, and children

Equipment and materials used:

- General furniture – chairs
- Cleaning materials and equipment
- Musical equipment

Location(s) covered by this risk assessment:

- All church premises

Name of persons completing this risk assessment: Admin Team

Date of version: 10th of August 2020

Risk assessment approved by: Lead Pastor

Version 2 is under review, to be published soon

Background

This risk assessment will consider the risks to Grace Haven Chapel church members, ministers, and others while the coronavirus is leading to Covid-19 infection in the general community in the UK.

Note: This risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19.

Hazard - Coronavirus (COVID-19), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal.

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, cleaning measures, and social distancing measures (in accordance with government guidance) are followed and all very high risk/very vulnerable (shielded) persons remain at home and high risk/vulnerable persons (see NHS lists) either join online service from home or away from other people, likelihood of transmission leading to a fatality will be low.

The overall risk assessment below considers scenarios and possible control measures on the basis that nobody involved in the Sunday service /face-to-face activities is a very high risk (shielded) or high risk individual (shielded persons must only worship online from home. A person living in a household where somebody is very high risk (shielded) should also join the service online from home.

The arrangements suggested in the government's guidance will be suggested as the basic controls '<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

General Control Measures

Procedures in place to ensure all members and visitors register on arrival at the church.

Reminders to all members via communications /website and poster displays to:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly and the correct hand washing technique.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Implement normal personal hygiene

HAZARD

Coronavirus (COVID-19) is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

The Covid-19 committee have put specific procedures and measures in place to reduce the spread of Coronavirus.

The NHS, Public Health and Government guidelines and instructions are the foundation of the procedures. They will be reviewed and updated by the covid 19 committee to reflect any changes in the official advice and guidance given by the government.

Every member of staff, Ministers, Head of Departments and Volunteers have been fully briefed to ensure that they are aware of the hazard and risks and understand the rules and procedures we have put in place. Communication warning Posters displayed throughout the entire Church Premise; toilets, kitchen, Ministers' common areas, Children and toddlers' rooms, Children play areas and the Pastors Office, church main reception area.

The Church seating arrangement, Children church chairs and the youth Church seating arrangement have all been arranged in line with the 1 meter plus social distancing procedures

Phased return into the Church premises to allow for uninterrupted operations to the prayer meetings and Sunday services, reduce pressure on building services and allow for social distancing have been put in place in conjunction with

The Pastorate Occupancy management strategy has been put in place to permit social distancing and reduce the risk for contact or spread of the virus during services

Staggered start and finish service times will be considered or introduced to reduce large gatherings in order to avoid the risk of contact or spread of the virus

All RCGG Grace Haven Chapel, congregation members will be trained on the need to adhere to the social distancing rules as introduced by the Government

Health and safety policy documents will be on display throughout the Church premises and mainly at the entrance reception area.

RCGG Grace Haven Chapel, H&S representatives will be at hand ready to assist in training the congregation and create necessary awareness when required or fill a form when needed to help with the contact and tracing scheme.

e-learning in place for all Church member on Zoom which they will view before returning to the Church

Relevant RCGG The Fountain information with a guidance note to be issued to all members returning to the church after the lockdown and will be on display at relevant areas of the church.

Any working activities that require any form of near contact with others will be minimised with a separate risk assessment completed in relation to their role.

RCCG Grace Haven Chapel, newcomers who have travelled to church using public transport, private cars, cycling and walking are all to wash and sanitise hands upon arrival to the premises.

In case of emergency, all fire exit routes overrides the Covid-19 Exit / Entry arrangement.

HAZARD

Food Preparation Areas / Kitchen Area

The potential risk of the virus through cross-contamination.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

The number of persons to the Kitchen Area will be limited to Two at any one time. Church members will be encouraged to come to Church with their own drink where minimal practical use will be allowed.

Church members will be instructed to follow the good hygiene standard practice

Church members to come with their utensils and crockery to prevent cross-contamination

Pedestal opening Bins to be in use at these areas

Wash your hand thoroughly for 20 seconds after each use of these facilities

Personal storage of food will not be allowed in the communal refrigerator.

Gift items packed for first-time attendees must not contain edibles.

All facilities that may be used in the kitchen area will be wiped down with anti-bacteria and anti-virus surface wipes

HAZARD

Communal facilities, entrances, toilets, stairs, ministers' rooms, pastors

room, children's department, and children play areas. Risk of cross contamination from equipment's and surfaces.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

Church members must be made aware of welfare facilities touch points (door handles, toilet seats, soap dispensers, flush handle) and thoroughly wash with soap.

Church members to keep hold of their personal effects to avoid contact with other people's personal items.

We will allow two people at a time access to the toilet facilities while queuing social distancing measures will be applied. (Male toilet upstairs decommissioned until further notice).

Church members to dispose of all bodily fluid waste appropriately in recommended waste disposal bins. (Nappy Bins will be Provided)

Church members instructed to close toilet seats before flushing after each use to avoid the spray of aerosol during flushing thus avoiding the spread of contamination.

HAZARDS

Waste - Coughing, sneezing or any health issues as a result of the coronavirus and other pathogens through cross-contamination after contact with waste e.g. used tissue.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

Waste bins (pedals) are provided at good and reachable locations throughout the church premises.

Church members are instructed that disposable tissues should be used when coughing and or sneezing and put directly in the bins provided

Church members are required to have consideration for the cleaning team to avoid being accidentally contaminated or injured by discarded tissues.

Bins to be emptied regularly.

HAZARD

Boardroom, first-timers room, Toddlers, Nursing mothers' room and Meeting room

Potential risk or transfer of Virus on account of close contact with another person.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

Church members instructed that the use of boardroom, meeting rooms should be utilised when necessary. Video conferencing to be used where possible and the meeting room is restricted to pastoral approval.

Social distancing rules to be adhered to with the seating arrangements.

Hand sanitisers to be provided by the church at all times.

Meeting room capacity signage are to be displayed in front of the rooms.

Church members to be instructed that the social distancing rules applies to all.

HAZARD

Workstation, IT, telephone equipment's, Printers, Photocopiers

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

Church officials are advised to ensure that their workstation, telephones, keypads, laptops, iPad, mobile phones are regularly cleaned with approved and the church issued wipes.

Church officials instructed not to use each other's IT equipment's to prevent accidental cross-contamination

Church officials advised not to share mobile phones, headsets.

Church officials are only to sit/work at their own work desk and not to hot desk or work on other desk locations

HAZARD

Church workers / cleaners working on the premises may be at risk of contact with members who are infected with the coronavirus or church members attending Sunday service, bible study and other church activities.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

Church members to avoid close face-to-face contact or touching.

Physical contact, such as handshakes, hugs, pat on the back etc. to be avoided

Plastic protection screens to be issued to all usher on the duty roster at and during all church activities while on the church premises.

HAZARD

Vulnerable church members – In accordance with government regulations, all vulnerable members with a pre-existing health condition are at a higher risk of contracting COVID-19 which may have a significantly increased adverse effect on their health.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

All vulnerable church members are to continue online service, and the church members who are over the age restriction put in place by the Government should be encouraged to stay at home and take part in the service through the online services

Church volunteers with family members in high-risk categories have been instructed to inform their pastors about their condition and attend the online service.

HAZARD

Personal hygiene - Poor personal hygiene standard poses a risk of passing or spreading the infection.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

The importance of good personal hygiene has been communicated to all Church members. Particularly the need for regular, thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean

Church members are advised to use alcohol-based hand sanitiser, soap and gel are provided

Church members are advised that disposable tissues should be used when coughing and sneezing

Freestanding hand sanitiser will be placed at access points all around the Church Premises

As the alcohol-based hand sanitiser falls under a COSHH item. Church members who use this to disinfect their hand should avoid touching their face until the sanitiser dries out due to the risk of irritation if it touches the eye. If the cleaning substance mistakenly touches the eye and the eye irritation persists then the Church member should seek medical attention

Church members diagnosed with skin conditions are advised to use soap and observe the 20 seconds rule of hand washing

HAZARD

Money counters and ushers - The virus can stay on some items longer than 24 hours, to avoid the risk of ill health as a result of the transfer of Coronavirus and other pathogens through cross contamination after contact with offerings and offering envelopes.

KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK

The use of offering envelopes for offering should be minimise and online or paperless given will be encouraged

Where envelopes are in use, ushers and money counters will use PPE during the processing.

Bank details for donation will be displayed on media boards

A well-aerated room will be designated for the counting of offerings while those involved will use the PPE supplied by the Church

Offering baskets will not be passed around rather the usher will place the offering baskets at locations that can be easily reached.