

## Risk Assessment: Fareham URC Re-opening for Morning Worship following closure due to COVID-19

	Areas for Concern	Risk rating prior to action (H/M/L)	Control Measures	In place (Yes/No)	Further action/comments	Risk rating following action (H/M/L)
1	Net Capacity					
1.1	Available capacity of the church is reduced when social distancing guidelines are applied	M	Agreed number of people who can attend at one time to comply with social distancing rules		Elders to call all on pastoral lists to allow a potential attendance to be calculated Stewards rota to be implemented	
1.2	People are unaware of church's approach to maintaining guidelines		Prepare communications explaining how the church will function before re-opening and ensure everybody gets a copy			
2	Organisation of Rooms					
2.1	Sanctuary – current arrangement of chairs makes management of social distancing difficult	M	Review seating configuration to enable social distancing		Apply spacing between rows appropriately first and ensure two seats between individuals / family groups within a row	L
			Spare chairs to be removed			L
			Clear signage promoting social distancing			L
			Stewards to assist by guiding people to their seat			L
			Keep doors open to limit touching of door handles			L
			Consider using hall as an overflow should likely attendance be greater than sanctuary capacity			

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2.2	Hall – current arrangement of six chairs round one table does not comply with social distancing guidelines	M	Layout of tables and chairs to be reviewed			L
2.3	Lounge - current arrangement does not comply with social distancing guidelines	M	Arrangement of chairs to be reviewed			L
			Limitation of numbers using the room may mean moving groups to another room			L
2.4	Kitchen – narrow space limits social distancing	M	Limitation of numbers to one person at a time unless from same household			L
2.5	Vestry – size limits social distancing	M	Maximum of two people at one time.			L
2.6	Office – layout limits social distancing	M	One person using photocopier at a time.			L
2.7	Vestibule – chairs and tables limit movement of people while maintaining social distancing	M	Move chairs and tables to the hall			L
			Keep doors open to limit touching of door handles			L
			Coat rails not to be used		Coats on adjacent seats to help with spacing	
3	Movement into and within the building					
3.1	Groups of people arriving at the same time risks breaching social distancing guidelines	M	Clear appropriate signage in place at entrance/exit to highlight social distancing			L
			Encourage people to arrive in good time before start of service			
3.2	Movement within the church building risks breaching social distancing guidelines	M	One-way system in place where possible into and out of sanctuary and into and out of hall.		People will exit sanctuary via classroom fire exit direct to the outside	L
		M	Clear appropriate signage in place to clarify routes			L
		M	Floor marking in place where it is necessary to manage queuing			L
		M	Stewards and elders to encourage movement into sanctuary or hall and assist with direction			L

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		M	Pinch points and bottlenecks identified and managed accordingly			L
		M	Stay at least 5 steps apart on the stairs			
4	Cleaning					
4.1	Current cleaning capacity is insufficient to ensure an initial deep clean and ongoing cleaning of surfaces to the required standard	M	Fallow building for 72 hours, then clean as normal prior to Sunday Worship (if time scale suitable for cleaners)		Vestry – safe, phone	L
		M	Revise cleaning requirements when church opens other than for Morning Worship.			L
5	Hygiene and Handwashing					
5.1	Inadequate supplies of soap and hand sanitiser mean that people do not wash their hands with sufficient frequency	M	Audit of handwashing facilities and sanitiser dispensers is undertaken before the church reopens and additional supplies are purchased if necessary			L
		M	Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained			L
		M	Posters reinforce the need to wash hands regularly and frequently			L
6	Toilets					
6.1	Queues for toilets and handwashing risk non-compliance with social distancing measures	M	Queueing zones for toilets and handwashing			L
		M	Floor markings in place to enable social distancing			L
		M	Ladies only use toilet one at a time. Door/queue to be monitored by a steward.		Research electronic toilet vacant/ occupied sign.	L
		M	Toilets cleaned frequently		How frequently?	L
		M	Monitoring ensures a constant supply of soap and paper towels			L
			Bins without lids to be provided for used hand towels			L

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		M	Bins are emptied regularly		How often?	
			Wipes made available if people wish to use them before / after		Must be placed in bin	
		M	Switch off electric hand dryers/ display notice		Hand dryers can come on when people walk nearby so must be disabled via switch or possibly remove fuse	L
7	Kitchen and catering					
7.1	Narrow space limits social distancing	M	Limitation of numbers to one person at a time unless from same household. One in one out.			L
	Refreshments after Sunday morning service <ul style="list-style-type: none"> <li>Queueing at the foyer and hall hatches for refreshments leads to lack of social distancing</li> <li>Composition of Refreshment rota teams may breach social distance guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Lack of space for 2m apart social distancing at foyer hatch. Potential 2m social distancing could be managed at hall hatch</li> <li>existing coffee rota teams comprise: 2 discrete households; four - couple + 1; four - three separate households.)</li> </ul>		Cancel serving of refreshments in the immediate future.	L
	Water jug and glasses in the foyer - risk of contamination		<ul style="list-style-type: none"> <li>Jug &amp; glasses removed from foyer.</li> <li>Suggestion people bring their own water bottle with them to church.</li> <li>If access to water deemed essential, one person from coffee rota with gloves on, could stand in kitchen by hatch at 2m distance and respond to any requests for glass of water before service.</li> </ul>			L
8	Worshipping and services					
8.1	Communion preparation and sharing of bread and wine risks of contamination	M	Agreed protocol for preparation and distribution			L

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8.2	Hymn books and bibles – risks of contamination.	M	Individuals to bring own copy.		Copies can be lent and retained or a box could be provided at the exit and left for 72 hours before returning to the shelf	L
8.3	Offertory collection and counting risks of contamination	M	Encourage donations by standing order			L
		M	FWO envelopes and cash to be placed in retiring collection plate at exit door			L
		M	Agreed protocol for counting and banking		Wearing gloves/storing monies in safe for 72 hours before counting?	L
8.4	Music					
8.4i	Singing - risk of spread of virus through airborne droplets and aerosol	M	Government guidance to be followed		Use virtual choir	L
8.4ii	Organ and piano – risk of contamination	M	Keys and stops wiped before and after use		May not be necessary as a single person will be playing each week; leave for 72 hours before re-use	L
8.5	Audio-Visual System					
	Risk of contamination	M	Wiped before and after use.			L
	Limit of desk size prevents social distancing	M	Sound desk to be operated from iPad at least 2m from computer operator.			L
8.6	Collection for Basics Bank	L	Trolley handle cleaned before and after church. Coordinator facilitates Donations followed for 72 hours after communion service, then delivered to Basic Bank.			L

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8.7	Prayer book		A steward to take names and write them down rather than providing pen / paper for everybody to use			
9	Junior Church/Creche					
					Planned for future.	
10	Communication					
10.1	People are not fully informed of the health and safety requirements for the reopening of the church	M	Information in Weekly bulletin, email or letter			L
11	Review of Fire Procedures					
11.1	Fire procedures are not appropriate to cover new arrangements	M	Fire procedures will stand; social distancing protocols in place at assembly points, and as far as possible during evacuation.			
12	Managing premises on reopening after lengthy closure					
12.1	All systems may not be operational	M	Guidance implemented where appropriate		John Saunders has been running regular checks of heating / water / lighting but final checks needed before re-opening. Broadband connection to be checked as suitable for plans for services Fire alarms and emergency lighting to be tested	
13	Transport to and from church					
	Social distancing prevents car sharing		Transport cannot be provided – members prevented from attending		It is likely that guidelines will prevent this service being offered	

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14	Use of Premises for charity "fallowing"					
	'Fallow' period may impact cleaning protocols depending on days of week the goods are to be deposited and collected		Liaison with charity to ensure cleaning can take place.		No requests to make use of this currently	