

COVID-19 Risk Assessment

Company name: Kirby-le-Soken Evangelical Church

Assessment carried out by: K Munford

Date of next review: 31-Oct-2020

Date assessment was carried out: 23-Sep-2020

What are the hazards?	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?	Done
Infection from COVID-19	Anyone attending services	<p>We started with one Sunday service, introduced a midweek meeting in July, a Sunday evening service in August and coffee morning at the end of September.</p> <p>Guidelines have been circulated to ask people not to attend if they have symptoms of COVID-19 or should be self-isolating due to a possible or confirmed case in their household or they have been requested to self-isolate by NHS test and trace. They also state government advice to the vulnerable, those shielding and over 70s that they should stay at home as much as possible and if they do go out, to take particular care to minimise contact with others outside their household.</p> <p>Half the chairs have been removed from the church and the remaining chairs placed to ensure social distancing can be maintained.</p> <p>Extra seating has been provided in the rear</p>				

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		<p>hall with an audio and video feed.</p> <p>We have recommended people to stay two metres apart wherever possible and avoid physical contact such and handshakes.</p> <p>Doors will be secured open before and after the service so that contact with door handles is not necessary.</p> <p>Windows will be left open to increase ventilation.</p> <p>As they arrive we will ask people to fill the front seats first, and after the service those at the back will be asked to leave first to avoid people walking past each other.</p> <p>Everyone will be asked to use the hand sanitiser provided at the entrances as they enter and leave the building.</p> <p>We will not sing during the services and will not provide hymn books or Bibles on seats.</p> <p>The collection box will be handled by only one person. People are encouraged to give by standing order or bank transfer.</p> <p>The cleaner has been asked to visit 48 hours after the Sunday service but before any midweek meeting. After a midweek meeting</p>				

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		<p>essential cleaning will be done and the building left for 48 hours before the Sunday service. Additional cleaning will be done by volunteers between the Sunday service and if the building is to be used within 48 hours.</p> <p>Procedures have been put in place for the preparation and distribution of bread and wine for communion in line with government advice.</p> <p>We regularly remind people of the need to use hand sanitiser and keep 2m apart and of the legal duties to wear face coverings indoors and not interact with others whilst on the premises.</p> <p>Numbers at coffee morning will be kept low with a booking system, people will be shown to tables and food will be served to them from a limited menu.</p>				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/