

# COVID-19 Risk Assessment

Company name: Kirby-le-Soken Evangelical Church

Assessment carried out by: K Munford

Date of next review: 31-May-2021

Date assessment was carried out: 26-Apr-2021

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
<p><b>Infection from COVID-19</b></p>	<p>Anyone attending services</p>	<p>The church closed in January due to high infection rates in the local area but reopened at the end of February for communal worship and restarted a Mum's and toddler group in April</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. We advise the vulnerable (including over 70s) to keep social contacts low and maintain social distancing from those 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 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 as handshakes.</p>				

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		<p>Doors will be opened 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. An additional exit through the vestry will be open for the preacher and front rows.</p> <p>Everyone is asked to use the hand sanitiser provided at the entrances as they enter and leave the building.</p> <p>We will not sing congregationally and will not provide hymn books or Bibles on seats (except in the overflow where hymn books are only used once a week).</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 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 services and if the building is to be used within 48 hours.</p>				

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		<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 will regularly remind people of the need to use hand sanitiser, keep 2m apart and of the legal duties to wear face coverings indoors. Also the regulation that you must not mingle with anyone outside your household or support bubble indoors and must not mingle in groups larger than six outdoors.</p> <p>An informal booking system is in place for the Mum's and toddler group to restrict numbers to what is manageable in the space and less than the limit of fifteen adults.</p>				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)