



# **COVID - 19 RISK ASSESSMENT**

**NOV 2020**

Person/Group completing this risk assessment - Mark Ward, Mick Barnes, Michael Robertson \_\_\_\_\_ Date of assessment \_\_\_\_\_ 24<sup>th</sup> June 2020 \_\_\_\_\_

Church premises located at Castle Hill URC, Dryden Road, Ipswich, IP16QF

		Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
Risk No				Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
Preparing the buildings for reopening											
1	A	Build-up of dust and possibly mould whilst building closed	Prop	1	1	1	<ul style="list-style-type: none"><li>➤ Open doors and windows to allow airflow.</li><li>➤ Restrict access into building until building aired</li><li>➤ Minimise access to building and close off until task complete</li></ul>				No one allowed into building until task completed
2	A	General cleanliness of building	Prop	1	1	1	<ul style="list-style-type: none"><li>➤ Cleaning of inside of building and review if additional action such as a deep clean required</li><li>➤ All fitting and fixtures (including door handles, handrails and light switches) <b>MUST</b> be wiped down with anti-bacterial wipes and sanitisers</li></ul>				Restricted access into building until task completed  <b>Wipe Down before opening with Sanitiser</b>
3	A	Potential contamination of water system (legionella)	Prop	1	2	2	<ul style="list-style-type: none"><li>➤ Water system flushed through. All taps to be run for at least 5 mins after lockdown then at least 5 mins weekly thereafter: all toilets</li></ul>				If weekly checklist has not been carried out, the water system should be checked

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							to be flushed at least twice weekly				<b>Water Heaters flushed monthly</b>
4	A	Safety measures against fire are not securely in place	Prop	1	2	1	<ul style="list-style-type: none"> <li>➤ Fire Risk Assessment must be in place and up to date</li> <li>➤ All fire extinguishers to be checked and ensure functioning and in date All fire signage and exit are clear</li> </ul>				Fire Risk Assessment must be in place before opening  <b>Fire risk Assessment and extinguishers checked in November</b>
5	A	Alterations to layout in order to maintain current Government social distancing measures mean a clear evacuation route is not obvious or needs to be changed	People	3	4	12	<ul style="list-style-type: none"> <li>➤ Display clear signage and ensure the identified route is free of obstruction and accessible to all</li> </ul>	1	4	4	Building must not open until measures in place  <b>2m spacing in Vestibule</b>
6	A	Seating in areas to be used for private prayer, and public worship once permitted, is too close together.	Prop	3	4	12	<ul style="list-style-type: none"> <li>➤ Close off seats (ROWS AND SINGLE) and specify which can be used so that 2M distancing can be strictly followed. Remove</li> </ul>	1	4	4	Building must not open until measures in place  <b>1M spacing of chairs</b>

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							excess chairs and stack safely				<b>With requirement to wear face coverings</b>
7	A	Electrical and heating systems (including emergency lighting) fully functional	Prop	1	2	2	➤ All systems to be checked and signed off				Systems to be repaired as required prior to opening <b>Heating/PAT testing in Oct</b>
8	A	Items stored and displayed on surfaces makes cleaning regime difficult	Prop	1	2	2	➤ Clear surfaces as much as possible and move items to safe storage				Ensure all items removed as appropriate prior to opening  <b>Keep Vestibule shelf clear</b>
9	A	High value items at risk of theft	Prop	1	1	1	➤ Secure items that are not needed (such as audio-visual equipment). ➤ Ensure the premises are staffed and supervised whilst open to the public.				Ensure all items removed as appropriate prior to opening  <b>Keep Audio/Visual</b>

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											<b>cupboard locked</b>
10	B	Insufficient staff/volunteers available to supervise the premises whilst open	Service delivery	2	4	8	<ul style="list-style-type: none"> <li>➤ Daily Rotas of volunteers in place with reserve indicated</li> <li>➤ Building only opens if minimum of people in place with NO LONE WORKING</li> </ul>				Close the building until sufficient people are available.  <b>One Serving Elder plus a second steward to be available</b>
11	A	Items may be handled by more than one person, increasing the risk of cross contamination	People	2	4	8	<ul style="list-style-type: none"> <li>➤ Remove/secure hymnbooks, Bibles, pens, prayer request books, etc. Produce single-use or disposable printed copies</li> <li>➤ Consider providing prayer guides, posters/displays, non-contact prayer stations etc., to aid private devotion.</li> <li>➤ Hand sanitisers in place at exit and entrance for mandatory use when</li> </ul>	1	4	4	Building must not open until measures in place  <b>Hand sanitisers available</b>  <b>If books are used then they should be quarantined for 48hrs before and after use</b>

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							entering and leaving the building				
12	A	Issues with outside of building	Propr	1	1	1	<ul style="list-style-type: none"> <li>➤ Check guttering/ downpipes/gullies</li> <li>➤ Check overgrown shrubs or trees across walkways</li> <li>➤ Check for any loose fence panels as appropriate</li> <li>➤ Check for any loose headstones in graveyard.</li> <li>➤ <b>NOTE: unless these are a danger to individuals entering the church building they will not stop it re-opening BUT must be actioned</b></li> </ul>				Any issues must be put onto an action plan and addressed  <b>Checked Daily</b>
13	A	Flow of people within the church causes congestion or makes social distancing impossible	Peop	4	4	16	<ul style="list-style-type: none"> <li>➤ Investigate and implement processes to ensure flow of people in church adheres to government guidelines (i.e. one way system signage)</li> </ul>	1	4	4	Must be in place before church opens  <b>Cones/ signage in Vestibule</b>
14	A	Excess rubbish builds up at the premises	People	1	1	1	<ul style="list-style-type: none"> <li>➤ All rubbish to be taken away by</li> </ul>				Cleaning regime must be in place

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							church attendees where appropriate ➤ Replace all bins with automatic open and close lids to minimise touch point ➤ Bins regularly emptied by nominated person				prior to opening  <b>Bin in Vestibule to be removed</b>
15	A	Safeguarding information missing or out of date	Legal	1	3	3	➤ Ensure safeguarding poster and statement of policy, including contact details for local safeguarding co-ordinator are displayed prominently ➤ Ensure stewards are briefed on the safeguarding policy and know who to contact if a concern is raised				<b>Safeguarding Review 04/20 DBS up to date</b>

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Social Distancing											
16	A	Too many people gather in the building.	People	2	4	8	➤ Control numbers entering the church which will be agreed by the Elders prior to church opening and all stewards fully aware trained and briefed in the protocol	1	4	4	Stewards MUST adhere to agreed numbers  <b>Max. 54 seats</b>
17	A	Those using the building don't respect distancing guidance.	People	2	4	8	➤ Place 2M distancing marks outside the building where possible and inside the building. Display clear signage at the entrance and throughout the space about maintaining distancing during their visit, including when greeting others. ➤ Ensure stewards are properly briefed to reinforce the message.	1	4	4	Stewards MUST adhere to agreed people  <b>Signage and Stewards</b>
18	A	People attend who have symptoms of coronavirus	Legal	1	4	4	➤ Stewards to be briefed to ask people if they believe they have symptoms and if so, respectfully decline entry to them. ➤ Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation. ➤ Door stewards to wear masks	1	4	4	This MUST be adhered to and if suspected people will not leave church to be closed immediately  <b>NOTE</b> if required support will be requested (police)

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19	A	Congestion at choke points prevent distancing being respected	People	3	4	12	<ul style="list-style-type: none"> <li>➤ Re-laying out of church to reduce pinch points</li> <li>➤ Investigate options such as one-way systems</li> <li>➤ Ensure all relevant signage and floor marking in place</li> <li>➤ All stewards to be briefed in flow of building</li> </ul> <p><b>NOTE: if pinch point cannot be removed time and flow through at that point MUST be minimised (a “one in, one out” system) to maintain infection protocols</b></p>	1	4	4	<p><b>Stewards briefed</b></p> <p>Stewards must be fully briefed to enable smooth flow</p> <p><b>2-way signage in Vestibule</b></p>
20	A	A person known to be on the sex offenders' register attends	People	1	2	2	<ul style="list-style-type: none"> <li>➤ Brief stewards that known offenders are not to be admitted as they cannot be supervised during private prayer</li> </ul>				

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Cleaning											
21	A	Nominated company or rota of volunteers not in place to ensure regular cleaning	Service delivery	2	3	6	<ul style="list-style-type: none"> <li>➤ Delay opening until employed cleaners or volunteers are in place. Follow current Government <a href="#">guidance</a> on cleaning in a non-healthcare setting</li> <li><b>NOTE: if building is listed refer to Historic England's Guide to cleaning Historical surfaces.</b></li> </ul>	1	3	3	<p>Cleaning regime must be in place prior to and maintained throughout opening</p> <p><b>Cleaning after Sunday Worship</b></p>
22	B	Cleaning staff/volunteers unable to comply with safe working practice for cleaning	People	1	2	2	<ul style="list-style-type: none"> <li>➤ Ensure that cleaners are properly briefed on a safe method of cleaning.</li> <li>➤ Provide gloves and aprons for those using cleaning materials.</li> <li>➤ Use warm soapy water for wiping surfaces but be aware that it might conflict with preserving historic artefacts or listed buildings specialist advice must be sought.</li> <li>➤ Hands must be washed thoroughly after removing and disposing of PPE</li> <li>➤ PPE MUST be disposed of in designated receptacle.</li> <li><del>➤ Waste must be double bagged and securely stored</del></li> </ul>				<p>Cleaning regime must be in place prior to opening</p> <p><b>Gloves, Sanitiser, Paper Towels, Bags with labels (see notes at end)</b></p> <p><b>Waste to be disposed of as normal. Only double bagged as for 25A/29A</b></p>

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							<del>for 72 hours before being placed in bins.</del>				
23	A	Materials not available to properly clean surfaces	Service delivery	1	2	2	➤ Delay opening until materials are available.				Cleaning regime must be in place prior to opening  <b>Stock on site already</b>
24	A	Contamination from high-touch areas such as door handles and switches	Property	3	3	9	➤ Implement a practice of cleaning high-touch areas before the building is opened ➤ Clean at regular intervals during the period of opening and when the building is closed for the day. ➤ Where consistent with fire safety and security, use wedges/hooks to hold doors open and ensure doors are closed when the building closes to maintain fire safety.	1	3	3	Cleaning regime must be in place prior to opening  <b>Cleaned after Sunday Worship</b>  <b>(see notes)</b>
25	A	Someone with Coronavirus is found to have visited the building	People	2	5	10	➤ Close the building immediately for min.72 hrs. ➤ After that period ensure as a minimum that all surfaces are washed with warm				This process MUST be followed, and all relevant

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							soapy water or household disinfectant unless damage to historic artefacts or listed buildings might be incurred, in which case seek specialist advice <b>(it may be decided to deep clean area of contamination)</b>				individuals briefed  <b>72 hours closure if necessary</b>
26	A	People may carry Coronavirus into the building on their hands	People	2	5	10	<ul style="list-style-type: none"> <li>➤ Double bag waste and store it securely for 72 hours before placing it in bins.</li> <li>➤ Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin</li> </ul>	1	5	5	<p>This process MUST be followed, and all relevant individuals briefed</p> <p><b>Hand Sanitiser</b></p> <p><b>Waste to be disposed of as normal. Only double bagged as for 25A/29A</b></p>

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27	A	Toilet facilities cannot be cleaned adequately between users	Property	2	4	8	➤ Cleaning regime to be in place to ensure toilet facilities safe to use.	1	4	4	Close off toilet facilities until arrangements can be made. Display signage by the entrance making it clear that no toilet facilities are available in the building  <b>Cleaning after Sunday Worship</b>
28	A	Increased risk of airborne transmission of disease	People	1	3	3	➤ Limit the duration of opening times and ventilate the building during and between opening times where possible				<b>60 minutes limited opening</b>
29	A	Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	People	1	5	5	➤ Isolate the person in a separate room whilst arrangements are made for them to be taken home or into medical care. ➤ Anyone sitting with the person must wear a face mask, disposable gloves and apron (either disposable or washable at				<b>Meeting Room available for isolation</b>

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							60°C) throughout the period of supervision/support ➤ Church and isolation room must be closed for 72 hours before deep cleaning with soapy water and/or household disinfectant ➤ Cleaning cloths and PPE to be double-bagged and stored securely for 72 hours before placing in outside bins. ➤ Hands must be washed thoroughly immediately after removing & disposing of PPE ➤ Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP.				
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### **Stewards Responsibilities (updated 01/11/20)**

#### **Cleaning Procedures:**

All surfaces to be cleaned with a sanitiser before Sunday Worship begins – this includes metal parts of chairs, door handles and frames, light switches and pulls, toilets, sinks and splash backs, front of stage, vestibule shelf and rails using disposable paper towels.

PPE items available disposable gloves, disposable aprons and face coverings.

Repeat procedure post service with waste being disposed of as normal.

If Item 25A/29A applies waste to be stored in double sealed bags for 72 hours in the Meeting Room.

#### **Sunday:**

Hand Sanitiser to be applied on entry to Church by outside doors – one-way system will operate which will be reversed for exit via Emergency doors in Vestibule or Rear Lobby doors and hand sanitiser to be applied on exit.

Keep Vestibule Shelf clear of any items.

Advise congregation to maintain 1M Social Distancing and wear face coverings.

Look out for Covid-19 symptoms.

All coats to be taken into the Sports Hall and not hung up in the Vestibule but to be retained by owner.

To reduce congestion people should be encouraged to go straight into the Sports Hall and not congregate in Vestibule or other places

Stewards may wear gloves (supplied) for pre cleaning, during services and post cleaning and regularly sanitise during the session.

# CASTLE HILL UNITED REFORMED CHURCH, IPSWICH - OPENING FOR SUNDAY WORSHIP FROM SUNDAY 6th SEPTEMBER 2020

Risk No		Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
				Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
Additional risks associated with opening for public worship											
31	A	Premises are not Covid-Secure prior to opening  Sunday use only currently  See Items: - 2A/21A/22B/23A/24A/27A	Property				➤ Ensure the space is properly prepared for re-opening, the cleaning regime is in place and preparations for hand-washing, hygiene, distancing and signage are all in place				Re-opening must NOT take place until the Covid-Secure measures are in place (see the risks for building preparation, cleaning and social distancing above for greater detail)
32	A	Increased risk of coronavirus spread through communal singing (once this is permitted by local legislation: whilst prohibited in law, churches must NOT include singing in worship)  No Singing Currently	People				➤ Consider worship without communal singing ➤ Issue instructions on singing quietly in worship ➤ Require facemasks to be worn during worship to reduce risk of transmission				There is divided scientific evidence and opinion on whether singing increases the risk of virus transmission
33	A	Risk of virus transmission from shared resources (Bibles & other books, offertory plate, etc.)  No Sharing curently  Offertory Box at rear under supervision	People				➤ Remove all items that may be handled by more than one person ➤ Place offertory baskets/plates at the back of church, being mindful of security, or move to contactless or online giving ➤ Where cash handling cannot be avoided, wear gloves when handling it and wash hands thoroughly afterwards				



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Risk No	Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
34	A Children's group leaders not willing to resume activities immediately  No Sunday Club currently but 'craft kits' available	People				<ul style="list-style-type: none"> <li>➤ Ensure the space for children is properly prepared for social distancing, etc., and remind parents/carers that the government expects them to ensure that their children maintain social distancing</li> <li>➤ Remove soft toys and soft furnishings and any toys that would be hard to clean, storing them securely</li> <li>➤ Provide single-use resources &amp; equipment or ensure that items are not handled by many people and are sanitised before and after use</li> <li>➤ Consult with group leaders to see whether mitigation resolves their concerns and if not investigate alternative provision/format for the activities, or resolve not to resume at this point.</li> </ul>				
34	B Children's group leaders not willing to resume activities immediately  No Childrens Groups currently	Legal/ Reg				<ul style="list-style-type: none"> <li>➤ Ensure that any new group leaders have been safely recruited under Good Practice 5 and are available in sufficient number for safeguarding</li> </ul>				If adult/child ratios cannot be upheld, activities must not take place
35	A No Covid-safe space available for children's groups to meet during worship  No Childrens Groups currently	People				<ul style="list-style-type: none"> <li>➤ Provide space and activities within the sanctuary where the children can be safely supervised without leaving the main act of worship</li> <li>➤ Remove soft toys and soft furnishings and any toys that cannot easily be cleaned, storing them away securely</li> <li>➤ Provide single-use resources &amp; equipment or ensure that items are not handled by many people and are sanitised before and after use.</li> <li>➤ Co-ordinate with worship leaders to provide all-age/intergenerational worship</li> </ul>				

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Risk No	Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
36	A Risk of virus transmission through serving/receiving Holy Communion  <b>No Holy Communion currently</b>	People				<ul style="list-style-type: none"> <li>➤ Consider refraining from sharing Communion</li> <li>Ø If Communion is offered, it must be done without physical contact with the elements placed into the communicant's hand only, the President must not speak or sing over uncovered elements, hands must be washed/sanitised before serving, the Common Cup must not be used, and appropriate care taken by those cleaning the Communion vessels and cloths after use.</li> </ul>				
37	A Risk of transmission through administering Baptism  <b>No Baptisms currently</b>	People				<ul style="list-style-type: none"> <li>➤ Ensure that relevant Government guidance is followed</li> <li>➤ Until further notice baptism by full immersion should be avoided</li> <li>➤ For infant baptism use the minimum amount of water possible and ensure that the parent/carer holds the infant</li> <li>➤ If there are baptismal candidates from more than one household, change the water between candidates and ensure appropriate distancing is maintained between the households and others involved in the baptism</li> <li>➤ Consider offering an alternative rite (e.g. dedication or thanksgiving) until the pandemic has passed.</li> </ul>				
38	A Visiting worship leaders are not aware of COVID-19 secure arrangements  <b>Worship Leaders are being sent information by the Pulpit Supply Co-ordinator in advance and asked to read RA</b>	People				<ul style="list-style-type: none"> <li>➤ Send out information about precautions with the usual information about leading worship for your church</li> <li>➤ Ensure details on the order of service/format for worship is updated</li> </ul>				
39	A Equipment may be touched by more than one person before and during worship (e.g. photocopier, computer, audio-visual equipment, etc.)  <b>Audio equipment on trolley under cover</b>  <b>Audio Visual operator to wipe down equipment used</b>	Property	2	4	8	<ul style="list-style-type: none"> <li>➤ Emphasise the importance of good hand hygiene for everyone throughout their time in the building.</li> <li>➤ Provide cleaning materials to wipe down equipment surfaces between use and instruct those involved on how to use it safely</li> </ul>	1	4	4	

# CASTLE HILL UNITED REFORMED CHURCH, IPSWICH - OPENING FOR SUNDAY WORSHIP FROM SUNDAY 6th SEPTEMBER 2020

Risk No		Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
				Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
Additional risks associated with opening for other church activities and external lettings											
40	A	Space for mid-week adult groups is not Covid-Secure  No mid-week Adult Groups currently	Property				<ul style="list-style-type: none"><li>➤ Assess whether it is appropriate to resume activity, weighing prevalence of the virus in the population, vulnerability of the group and the nature of the activity against the impact on well-being of attendees if they cannot meet together</li><li>➤ Make the room(s) ready with all hygiene and social-distancing measures in place including cleaning regimes before, during and after use</li><li>➤ Ensure the meeting space has an up-to-date general risk assessment for health &amp; safety, and appropriate actions have been taken to reduce risk</li><li>➤ Remove books, etc. that might be handled by several people; ensure that other resources and equipment is sanitised before and after use or is single-person use only</li><li>➤ Make the room(s) ready with all hygiene and social-distancing measures in place including cleaning regimes before, during and after use</li><li>➤ Provide guidance about soft furnishings and upholstery that may become contaminated and transmit through touch (chairs, curtains, etc.)</li></ul>				Activity leaders must know the risks and mitigations, adhere to restrictions and enforce them appropriately
40	B	Space for mid-week adult groups is not Covid-Secure  No mid-week Adult Groups currently	People				<ul style="list-style-type: none"><li>➤ Consider whether you need to move to a larger space than usual, restrict numbers and/or add sessions to keep within your safe capacity</li></ul>				Capacity that lets the group maintain current social distancing standards must not be exceeded

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41	A Space for mid-week children's groups is not Covid-secure  No mid-week Childrens Groups currently	Property				In addition to the mitigations for adult groups, consider the following: ➤ Assess how many children and leaders can safely meet in the room(s) and plan activities appropriately ➤ Provide, where appropriate, places where prams and pushchairs can safely be left without causing obstruction or requiring anyone other than the owner to move them ➤ Provide clear signage for entry and exit points, reminders about distancing and hand hygiene and remind parents/carers (where appropriate) to be responsible for the supervision of their children ➤ Ensure that food and drink is not shared ➤ Consider the use of outdoor space, where regulations permit, for more active games, prayer activities, etc., ensuring that cleaning, hygiene and distancing measures are still applied				Activity leaders must know the risks and mitigations, adhere to restrictions and enforce them appropriately
41	B Space for mid-week children's groups is not Covid-secure  No mid-week Childrens Groups currently	People				➤ Consider whether you need to move to a larger space than usual, restrict numbers and/or add sessions to keep within your safe capacity				Capacity that lets the group maintain current social distancing standards must not be exceeded
41	C Space for mid-week children's groups is not Covid-secure  No mid-week Childrens Groups currently	Legal/ reg				➤ Ensure that all group leaders and other arrangements for the group are operating to Good Practice 5 standards (or the appropriate denominational safeguarding policy in place for LEPs.)				Safeguarding remains paramount even when adapting procedures in light of the pandemic
42	A Pressure to resume external lettings so that income can be generated  No External Lettings currently	Property				➤ Ensure that all Covid-Secure measures are in place				This first step is essential before considering re-opening to external groups

# CASTLE HILL UNITED REFORMED CHURCH, IPSWICH - OPENING FOR SUNDAY WORSHIP FROM SUNDAY 6th SEPTEMBER 2020

Risk No	Risk	Type*	Inherent risk			Mitigation	Residual risk			Notes
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
42	B Pressure to resume external lettings so that income can be generated  <b>No External Lettings currently</b>	Legal/ reg				<ul style="list-style-type: none"> <li>➤ Ensure that the proposed use is compatible with Covid restrictions in place (e.g. choirs cannot resume rehearsal whilst singing is prohibited by law, indoor exercise groups may not be permitted at the time of assessment)</li> <li>➤ Ensure a current letting agreement is in place</li> <li>➤ Liaise with group leaders on how they will be ensure distancing and hygiene measures are in place, and that they will be responsible for operating those measures</li> <li>➤ Agree whether the group can safely meet in rooms that they had previously used or whether they need to meet in a larger space or in more than one session</li> <li>➤ Agree and document who is responsible for cleaning the rooms they use before and after their session</li> <li>➤ Obtain a copy of their written Risk</li> </ul>				Each group accommodated must be able to meet in accordance with regulations and procedures in force, otherwise their actions will jeopardise the safety for everyone else using the premises

File Name: - Updated RA Items 31A - 42B

## **CASTLE HILL UNITED REFORMED CHURCH – IPSWICH**

### **RISK ASSESSMENT – Item 34**

Sunday Club is still not able to meet.

However, provision has now been made should children arrive at the Church now that Sunday Worship has resumed.

A number of self-contained 'craft kits' are available to be used on an individual lap tray.

These are stored between Sundays at the rear of the Sports Hall.

These kits, if used, will be restocked after use and left for at least 72 hours before possible reuse.

### **RISK ASSESSMENT – Item 38**

There will be visiting Worship Leaders from 1<sup>st</sup> November 2020.

They will be advised to read the full Risk Assessment beforehand.

The Pulpit Supply Co-ordinator will send each of them other advance information in respect to the Sunday when they are leading Worship.

01/11/20

## **CASTLE HILL URC**

### **COVID-19 SECURE COMMUNION – RISK ASSESSMENT ITEM 36A**

**SUNDAY 4<sup>th</sup> OCTOBER 2020**

<b>Worship Leader</b>	Andrea Rumsby
<b>Communion President</b>	Elaine Thomas
<b>Stewards on Duty</b>	Michael and Anita Robertson
<b>Serving Elders</b>	Mick and Heather Barnes
<b>Communion Steward</b>	Grace Carter (Hygiene Trained)

#### **General: -**

- a) The Communion President and Serving Elders will sit on the front row wearing face coverings prior to Communion being served.
- b) The Communion President will preside from the rear of the Communion table with her own elements of bread and wine.

#### **Preparation: -**

Communion cups, serving trays and wine to be moved into the Kitchen earlier in the week.

Covid Secure preparation can be carried out before the Service in the Kitchen following the normal procedures for Lunch Club.

The Communion Steward will wear a face covering and follow 20 second, hand washing requirements using the nominated sink and paper towels.

Sliced bread to be taken from an unopened loaf and cut into suitably sized pieces.

2 serving trays will be prepared each with 25 pieces of cut bread and a set of serving tongs.

Wine to be poured into Communion cups. 20 cups can be accommodated on each tray (40 in total) if placed alternately in 4 rows.

All serving trays to be covered.

Hands to be washed again before taking trays from the serving hatch in the Sports Hall to the Communion table ahead of Worship commencing.

One tray of cups and one tray of bread to be placed at each end of the Communion table and covered.

A third plate with a cup and piece of bread to be left in the centre of the Communion table for the President.

**Liturgy: -**

The President will tell the congregation how Communion will be celebrated: -

*Only remove your face covering briefly when consuming the elements*

*The elements will be served to you in your seats*

*If someone does not want to receive the elements, please indicate to the server, and the elements will not be offered.*

*The bread will be dropped into your cupped hand by a Serving Elder*

*You are requested to take a Communion cup from the tray avoiding any contact with other unused cups*

*Please remove your face covering briefly to eat/drink as soon as you have received each element*

*Empty cups will be collected by the Serving Elders*

The President will remain at the Communion Table throughout having removed her face covering.

The prayer of thanksgiving will be offered over her own personal elements.

**Distribution: -**

The two Serving Elders will retain their face coverings and be seen to use hand sanitiser before leaving their seats to distribute the elements.

The Serving Elders will uncover and take the trays directly from the Communion table.

The congregation will be served from the rows running the length of the hall.



The pieces of bread to be dropped into the hands of those receiving using the tongs provided avoiding any contact with their hand.

The Communion cups to be lifted from the tray by those receiving.

The Serving Elders will collect the used cups in baskets.

Note that the Serving Elders take their own elements before taking trays back to the Communion table.

**Clean Up: -**

Used and unused cups/bread to be taken to the Kitchen, by the Serving Elders, for washing by the Communion Steward after the hall has been vacated.

Communion Steward to dispose of unused bread pieces in a tied bag and wine flushed away in the sink.

Communion cups to be washed in hot soapy water and left to dry.

## **CASTLE HILL URC**

### **COVID-19 SECURE COMMUNION – RISK ASSESSMENT ITEM 36A**

**SUNDAY 1<sup>st</sup> NOVEMBER 2020**

<b>Worship Leader</b>	Revd Ernie Bosse
<b>Communion President</b>	Rev Ernie Bosse
<b>Stewards on Duty</b>	Mick & Heather Barnes
<b>Serving Elders</b>	Mick & Chris Goldsmith
<b>Communion Steward</b>	Grace Carter (Hygiene Trained)

#### **General: -**

- a) The Communion President and Serving Elders will sit on the front row wearing face coverings prior to Communion being served.
- b) The Communion President will preside from the rear of the Communion table with her own elements of bread and wine.

#### **Preparation: -**

Communion cups, serving trays and wine to be moved into the Kitchen earlier in the week.

Covid Secure preparation can be carried out before the Service in the Kitchen following the normal procedures for Lunch Club.

The Communion Steward will wear a face covering and follow 20 second, hand washing requirements using the nominated sink and paper towels.

Sliced bread to be taken from an unopened loaf and cut into suitably sized pieces.

2 serving trays will be prepared each with 25 pieces of cut bread and a set of serving tongs.

Wine to be poured into Communion cups. 20 cups can be accommodated on each tray (40 in total) if placed alternately in 4 rows. **A third tray of 20 cups to be in reserve at the rear of the Church.**

All serving trays to be covered.

Hands to be washed again before taking trays from the serving hatch in the Sports Hall to the Communion table ahead of Worship commencing.

One tray of cups and one tray of bread to be placed at each end of the Communion table and covered.

A third plate with a cup and piece of bread to be left in the centre of the Communion table for the President.

**Liturgy: -**

The President will tell the congregation how Communion will be celebrated: -

*Only remove your face covering briefly when consuming the elements*

*The elements will be served to you in your seats*

*If someone does not want to receive the elements, please indicate to the server, and the elements will not be offered.*

*The bread will be dropped into your cupped hand by a Serving Elder*

*You are requested to take a Communion cup from the tray avoiding any contact with other unused cups*

*Please remove your face covering briefly to eat/drink as soon as you have received each element*

*Empty cups will be collected by the Serving Elders*

The President will remain at the Communion Table throughout having removed her face covering.

The prayer of thanksgiving will be offered over her own personal elements.

**Distribution: -**

The two Serving Elders will retain their face coverings and be seen to use hand sanitiser before leaving their seats to distribute the elements.

The Serving Elders will uncover and take the trays directly from the Communion table.

The congregation will be served from the rows running the length of the hall.

The pieces of bread to be dropped into the hands of those receiving using the tongs provided avoiding any contact with their hand.

The Communion cups to be lifted from the tray by those receiving.

The Serving Elders will collect the used cups in baskets.

Note that the Serving Elders take their own elements before taking trays back to the Communion table **and use hand sanitiser again after eating their bread.**

### **Clean Up: -**

Used and unused cups/bread to be taken to the Kitchen, by the Serving Elders, for washing by the Communion Steward after the hall has been vacated.

Communion Steward to dispose of unused bread pieces in a tied bag and wine flushed away in the sink.

Communion cups to be washed in hot soapy water and left to dry.