

Risk Assessment
Coronavirus (Covid – 19) Precautions
Kingdom Faith London

Address: Mary Sumner House, 24 Tufton Street, London, SW1P 3RB.

Risk Assessment Date: 25th September 2020

Assessor: Andy Dove

This assessment should be used in parallel with Risk Assessment 1.29.1.1 General Risk Assessment and does not negate the hazards and associated risks relating to existing tasks outlined in the General Risk Assessment. This assessment has been made based upon the information that has been provided and so is only as accurate to that end.

It is a requirement under the Management of Health and Safety at Work Regulations 1999, Regulation 3, to carry out a “suitable and sufficient assessment of the risks of the health of his employees... and of other persons not in his employment arising out of or in connection with the conduct of him by his undertaking”.

Further risk assessments or appendices to this document may be added to cover other activities which may be re-started dependent upon Government Guidance.

Management & Responsibilities

To comply with the following legislation and associated Approved Codes of Practice and Guidance Notes:
Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Government and Public Health England (PHE) Guidelines relating to Coronavirus (Covid-19) as updated

Methodology

To complete this risk assessment, so that it would be suitable and sufficient, the listed legislative documents have been taken into consideration as to maintain compliance as required by law.

Other Relevant Documentation

1.29.1.1 Kingdom Faith London General Risk Assessment September 2019
Staying Covid-19 Secure : Kingdom Faith Church (Produced by Mary Sumner House)

Review Date

Original risk assessment written in September 2020.
Review date - August 2020, or whenever there is a change in Government Guidance

Persons at Risk

Employees specifically, but others e.g. volunteers and visitors.

Limitations of the Risk Assessment

This assessment addresses the additional hazards which only relate to the transmission of Coronavirus (Covid-19) in regard to holding a church meeting in hired venue of Mary Sumner House and being regarded as a place of worship during the set times of room hire.

The assessment considers the measures outlined by Mary Sumner House in their document, 'Staying Covid-19 Secure : Kingdom Faith Church'.

1. Meeting Purpose and Inclusions.

The purpose of starting Sunday services again is to provide an opportunity where those who can attend a meeting can do so, but there remains the provision of those who can't attend to watch on-line via a video link over the internet. The following outlines the framework of what this would include: -

- Maintaining the usual seating arrangements would not enable social distancing, **risk is high**. The venue set up has to be amended to maintain social distancing between groups of people who were not of the same household / bubble, e.g. the chairs are set up in according to the arrangement of the numbers booked in to attend, and allowing space for social distancing and keeping the evacuation routes clear.
Risk reduces to medium to low.
- There would be a small Worship Team on stage (3-5 people) who would be social distancing and facing the same direction. These same people would set up and pack down the venue and would maintain social distancing throughout (unless part of the same household / bubble). No wind-blown instruments will be played.
Risk reduces to medium to low.
- Congregational singing would increase the possibility of transmitting the virus through projected droplets, **risk is high**. There would be no congregational singing, it is mandatory for people to wear masks as per Government guidance but would include speaking from the front / the showing of video clips.
Risk reduces to medium to low.
- The numbers of people who would usually attend the service, including an open door to anyone to walk in and participate is not possible under the current circumstances, **risk is high**. Anyone attending the meeting would need to book in advance through the elected booking system, which is yet to be determined, but would restrict the numbers able to attend to a set number. The maximum capacity of the Conference Hall for evacuation purposes is 120 but this would need to be reduced to between 30 – 40 people (dependent upon the sizes of the household / bubbles who attended) to enable social distancing. As the hall is being used as a place of worship more than 30 people may congregate together. It would be prudent to start with a smaller number and increase the numbers if possible. The list of attendees should be sent to Mary Sumner House in advance (as requested) and could be used for Test and Trace purposes if it were needed. Anyone booking in would need to be made aware of what their personal details were being used for, who they would be shared with and how long they would be kept, e.g. 21 days for Test and Trace.
Risk reduces to medium to low.
- Free movement within the building is no longer possible due to the limited width access routes and some of the doorway widths, **risk is high**. A one-way system should be implemented so people could enter and leave in an organised / controlled manner whilst maintaining social distancing. There would be Stewards to guide people through the social distancing arrangements (refer to Section 2). **Risk reduces to medium to low.**
- At all times anyone in attendance must wear a face covering except when people are singing in the Worship Team, or the person speaking from the front. No shouting or raising of voices should be encouraged.
Risk reduces to medium to low.
- There will be no refreshments available. **Risk reduces to low.**
- Communion may be incorporated into a meeting, but not on every Sunday (refer to Section 5).
- There are no children's activities planned. **Risk reduces to low.**

2. Entry and Exit

To reduce transmission by contact with potentially infected surfaces, when arriving at the building everyone should wash their hands / use sanitiser as soon as entering the building. **Risk is reduced to medium to low.**

To reduce the possibility of coming into contact with anyone else within the building, only two people are allowed in Reception at any one time and those waiting to enter the building should queue outside. When entering the building everyone must wear a face covering (unless medically exempt). Once Reception has confirmed entry then they should proceed down to the Conference Hall following the designated route. **Risk is reduced to medium to low.**

Once having entered the Conference Hall Stewards will show people to their seats. The only time people should leave their seats is to use the toilets / cleanse hands or are being called up to the front to speak. Whilst out of their seats people should continue to social distance and therefore there should not be any physical contact with anyone else. **Risk is reduced to medium to low.**

To reduce the possibility of transmitting Covid-19 to other's using the building, no-one should enter into any other rooms unless this has been agreed with Mary Sumner House. **Risk is maintained at medium to low.**

At the end of the meeting, people should leave and not hang around. The Stewards will guide people out in an orderly fashion to maintain social distancing though out. **Risk is maintained at medium to low.**

3. Set up and Pack down.

Anyone who arrives earlier to set up for the meeting should be wearing a face covering and maintain social distancing. Due to the nature of the tasks they need to undertake it will not always be possible to maintain 2m distancing. The following mitigating factors should be employed to continue to reduce the transmission of the virus: -

- To prevent muscle strain through manual handling of heavier equipment / storage containers, two people need to be closer than 2m apart as long as face coverings remain in place and where possible do not face each other.
- Keep "closer" contact to less than 15 minutes.
- Co-ordinate movements in and out of the store when accessing equipment, storage boxes, etc. to reduce the number of people working closely together.
- For the short period of time to bring items through into the hall, prop open double doors, where possible, then close once finished.

To reduce transmission by touching surfaces of equipment, etc. and reduce the amount of disinfection that would be needed required, it would be advantageous for all those who are involved in set up and pack down to wear a pair of gloves. **Risk is maintained at medium to low.**

4. Microphones.

Microphones will need cleaning, sanitising, before someone else touches them, **risk is medium to high.** Preferably, the microphones are allocated one to each person and the is only handled by the user who places it in a bag with their name on it so that they are the only person who touches it (Worship Team). **Risk reduces to medium to low.**

If possible, for multi-use microphones, a stand should be used so the microphone is not touched once set up, or only adjusted by one person to accommodate differing height people who need to use it and the stand is sanitised prior to being packed away. **Risk reduces to medium to low.**

5. Communion.

Communion, the taking of bread and wine (or substitutes if chosen), is a symbolic and essential act of worship. The usual practice of distributing the bread and wine is for each person to come to a table, break off some bread off of a roll and share the same cup which is wiped with a cloth after each use. This practice would increase the risk of transmission of the virus.

Risk is high.

To enable communion to be taken, each individual piece of bread needs to be pre-wrapped in the Kitchen and set on a plate / tray from which each person can pick up one piece without touching any others. Similarly, the wine needs to be poured into separate cups / receptacles and covered. The person undertaking the preparation should be wearing a face covering and gloves. The covering of both items should remain in place until the individual taking it uncovers it and consumes it. Any covering / receptacle should either be disposed of in a bin or placed back by that same person where it was collected from to be washed up afterwards. To collect these items would need to be organised so that households / bubbles came together to the table to maintain social distancing with everyone else.

Risk reduces to medium to low.

Any disposable items should be put in a bin and the bin tied and put in the appropriate waste receptacle (as instructed by Mary Sumner House), whilst wearing gloves. Any items to be washed up should be sanitised with hot soapy water, or an equivalent. Any spillages should be cleaned up and the surfaces cleaned down after use with the cleaning wipes and disposable tissues provided.

Risk is maintained at medium to low.

6. Emergency Procedures.

In the event that the fire alarm is activated the fire procedures should be followed as usual. With the lower numbers there should be sufficient time to still leave the building in a safe manner. Social distancing should still be possible. Until the cause of the alarm activation has been confirmed the threat of fire is greater than that of being infected with the virus (whilst possibly being exposed to others during that very short period of time when walking together when leaving the building), especially as they should also be wearing face coverings at the same time.

Risk is medium to low.

Summary

This is the summary of the actions that require addressing are as follows. Those marked High or Medium to High are included in the Risk Register, the remaining actions are advisories:

Ref. No.	Action	By Whom	Priority	Date Completed
1a.	Amending seating plan to accommodate social distancing.	Set up team	High	On-going
1b.	WORSHIP Team social distancing, facing the same direction, no use of wind-blown instruments.	Set up team	High	On-going
1c.	No congregational singing and the mandatory wearing of face coverings.	All	High	On-going
1d.	Reduced numbers of attendees, use of a booking system to control numbers and provide information for Test and Trace purposes.	All	High	On-going
1e.	Abiding by the one-way system, Stewards to reinforce the system.	All	High	On-going
1f.	No refreshments and no mingling after the meeting.	All	High	On-going
2a.	Everyone should either wash or sanitise their hands when entering the building.	All	High	On-going
2b.	Following Mary Sumner House Guidelines e.g. only two in Reception at any one time, queue outside for entry, etc.	All	High	On-going
2c.	People should remain seated in the Conference Hall, except for using the toilets and being asked to come to the front if participating.	All	High	On-going
2d.	No-one to use any rooms / spaces without prior permission from Mary Sumner House.	All	High	On-going
3a.	Those involved in set up and pack down should preferably wear gloves to reduce the amount of sanitising of equipment, etc. that would otherwise be required.	Set up team	High	On-going
3b.	Do not ignore the use of manual handling techniques. Avoid facing each other if two people need to carry a heavier item of equipment together.	Set up team	High	On-going
3c.	Prop open doors whilst bringing items through from the storeroom to provide plenty of space to work in.	Set up team	High	On-going
4a.	Microphones should be allocated to one user where possible, who is the only person to handle the microphone. When packing away the microphone should be placed in a bag with their name on it.	Worship Team	High	On-going
4b.	Microphones used for speaking should be set up on stand and only be adjusted by one person. the stand should be sanitised prior to being packed away.	Team	High	On-going
5a.	Communion should only use wrapped / covered bread and wine, prepared by someone using gloves and wearing a mask.	Set up team	High	When organised
5b.	The bread and wine should be laid out to ensure that only one of each item can be touched when picked up. A bin should be to hand for disposable items.	Set up team	High	When organised

Once these actions have been completed then there would be no reasonably foreseeable risks, or the risks are insignificant and managed properly to comply with the law, and the risk assessment is complete. No further actions are required but the existing controls must be maintained and the assessment reviewed within the stipulated parameters, which should be an annual review or when either the circumstances or activities should change. The circumstances are likely to change on a frequent basis which could occur whenever the Government guidelines are reviewed and amended.