

Company name: Duke St Evangelical Church – Return to Church

Date of next review: 31.08.20

Date assessment was carried out: 08-08-2020

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
Outside door/contamination	Everyone present	One person on door duty who will open and close doors. Regular cleaning of door.	Guidance to those on door duty.	Elders; Those on door-duty	At least one week before church opening date	Yes. 08.08.20
Congregation entering the building/contamination and close contact.	Everyone present	1. Put hand gel at strategic locations; encourage handwashing; posters 2. Time tabled arrival at church. To wait in car until others have clearly entered building. 3. To move to	All church members will be sent a Return To Church COVID instructions; Purchase suitable supply of >60% hand gel Church members to be instructed about arrival and departure.	Elders; Those on door-duty	At least one week before church opening date	Yes. 08.08.20

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		allocated seating area upon arrival 4. Wearing of masks/face coverings by those attending.	Seating plan of those attending. Update to inform those attending church of the new guidelines. To dispose of own masks at home.	Those attend to follow guidelines	Before return to church and regular reminders	
Toilets	Everyone through communal use	Encourage use of own toilet prior to attending. Paper towels and suitable bins; Posters on how to wash hands. Hand gel in place outside toilet area	More rigorous cleaning schedule Alcohol wipes for use of cleaning of toilet for in-between use. 1 in 1 out rule	Elders; Cleaners; Everyone using the toilets. (follow cleaning guidelines)	At least one week before church opening date	Yes. 08.08.20
Seating plan (all areas)	Everyone present	Rearrange seating to meet gov. advised social distancing rules. This is currently a 2-meter distance. To remain in	Layout Main Hall and Small Hall to meet requirements; Drawn plan of seating layout. Everyone must attend on their allocated week	Elders; Those on door duty	At least one week before church opening date	Yes. 08.08.20

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		allocated seats				
Drinks	Those present	No more self service; Milk/sugar to be dispensed by servers	COVID secure guidelines for serving of drinks to be written as per government guidelines. Training of servers	Elders; servers to be given guidance sheets	No drinks to be served for the first few weeks.	Yes. 08.08.20
High usage areas becoming contaminated	Everyone present	Regular cleaning of all areas used.	Revised cleaning schedule following COVID cleaning guidelines.	Elders; Cleaners	At least two weeks before church opening date	Yes. 08.08.20
Communion	Everyone present	Bread pre-cut and handed out by a single person; individual wine glasses handed out by single person. Empty glass put straight into washing bowl.	Make sure everyone aware and follows new procedures.	Elders	At least one week before church opening date	Yes. 08.08.20
Using shared books	Everyone present	Use on-line songs; remove shared song books/bibles. Tape	Make sure everyone aware and follows new procedures.	Elders	At least one week before church opening date	Yes. 08.08.20

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		off bookshelf.				
People wandering	Everyone present	Upstairs taped off – back room with no entry sign.	Education of those present. Notices/Posters	Elders	At least one week before church opening date	Yes. 08.08.20
Who was at Service	Everyone present	Keep register of all attending. (GDPR)	Appoint someone to take register and ensure contact details are up to date. Visitors would need to give name and contact details	Elders; Those designated to take register.	At least 1 week before opening	Yes. 08.08.20
People not following the rules	Everyone present	Preparing people what to expect when returning to church	Encourage attitude of care for all.	Elders	At least 1 week before opening	Yes. 08.08.20
Exiting Church	Everyone present	Those attending to leave a few at a time, not lingering in	Encourage to move on from pinch points.	Elders and those on the door	At least one week before opening	Yes. 08.08.20

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		doorways or in the street.				
Those choosing to attend church that maybe in a higher risk group	Those present	Pre written advice given to members on Government Guidelines of who should / shouldn't be attending church. 2 meter rule	Check any updates on Government Guidelines	Elders Church members	A least one week before church	Yes. 08.08.20

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