

# Hope Hamilton Church Services Risk Assessment Developed with Covid-19 Risks known in July 2021

Note: A person specific assessment must be carried out for disabled persons and new and expectant mothers if these persons require access to the Church Services.

**Location:**

Hope Hamilton CofE Primary School  
Sandhills Avenue  
Hamilton  
Leicester  
LE5 1LU

**Date of Risk Assessment:**

23<sup>rd</sup> July 2021

Reviewed: since April 2021's version for re-opening church to reflect the current prevalence of Covid-19 and Government and Church advice.

**Completed By:**

Stephen Wadsworth, Church member  
Ed Down, Minister for Hope Hamilton

**Review Date:** Reviews to be undertaken upon changes of national/local threat levels and when official government guidance is amended.

**Circulation to whom:** All Church Members and attendees / visitors

**Task Description:**

The assessment covers (i) personal hygiene risks and controls, (ii) cleaning, disinfectant and sanitation risks and controls associated with premises and assets, This assessment is based on the current advice published by Public Health England and the NHS (as the official government advice) and reflects the current national threat level and specific local PHE advice.

**The application of the controls identified in the assessment below remains the responsibility of all people who wish to attend the Church Services.**

**Premises** are as listed above.

**Assets** are common touch-point assets accessible throughout the building. These include but are not limited to: door-furniture (knobs, handles, locks etc), hand-rails, light switches, push buttons (e.g. door-latch buttons), touch-screens, sanitation hardware (sinks, toilets etc), and any IT equipment particularly those made available for multiple users.

**Recent/significant accident history for this activity:**

**None**

**Relevant documents:**

European Centre for Disease Prevention and Control (ECDC) Rapid Risk Assessment (7<sup>th</sup> Update) Public Health England, WHO and NHS advice

<https://www.ecdc.europa.eu/sites/default/files/documents/RRA-sixth-update-Outbreak-of-novel-coronavirus-disease-2019-COVID-19.pdf>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19#what-to-do-if-an-employee-or-a-member-of-the-public-becomes-unwell-and-believe-they-have-been-exposed-to-covid-19>

<https://www.churchofengland.org/media/20857>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance>

**Background Information about Corona Virus and possible scenarios for re-opening the premises.**

The Covid-19 virus can cause a serious infection which can be fatal, particularly for elderly people, and those with underlying health conditions including those with respiratory problems such as asthma, those susceptible to bronchitis, pneumonia, heart problems and diabetes.

Transmission of the virus is thought to be through airborne droplets from an infected person – who may themselves have no symptoms of the virus – and from surfaces which have been touched or contaminated by an infected person. The main defence against contracting the virus is by maintaining social distance of at least 2 metres, or 1 metre providing extra mitigation measures are employed such as face covering, and by washing hands for at least 20 seconds and sanitising hands regularly. The virus is reported to remain active on hard surfaces for up to 72 hours and on soft furnishings for up to 36 hours.

Church services took place on Sunday mornings from 10.30am until 12.00 noon and we met to worship God, pray, and build community together - until the Government imposed a lockdown due to the Covid-19 pandemic. The PCC have considered what is needed to open for public worship and have agreed this assessment.

The Tier system and then National lockdown (at the start of 2021) have not forced churches to close, but attendees are now not to interact with those not in their household. This adds another layer of complexity.

LEVEL OF RISK	Risk Rating Definitions
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on-site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs to ensure that no changes / deviation of control measures occur.

			LIKELIHOOD of Harm Occurring				
			Remote	Unlikely	Possible	Probable	Highly Probable
			May only occur in exceptional circumstances 1	Is unlikely to occur, but could occur at some time 2	May occur at some time, or in some circumstances 3	Will probably occur at some time, or in most circumstances 4	Is expected to occur in most circumstances 5
<b>Potential SEVERITY of Harm</b>	<b>Severe</b> Multiple deaths of Attendees or visitors in an extreme environmental incident.	<b>5</b>	<b>Medium = 5</b>	<b>Medium = 10</b>	<b>High = 15</b>	<b>High = 20</b>	<b>High = 25</b>
	<b>Major</b> Death, paralysis, long term serious ill health of an Attendee of the group or a visitor.	<b>4</b>	<b>Low = 4</b>	<b>Medium = 8</b>	<b>Medium = 12</b>	<b>High = 16</b>	<b>High = 20</b>
	<b>Moderate</b> Serious injury (acute, chronic or life-changing) to Attendee or visitor requiring medical intervention.	<b>3</b>	<b>Low = 3</b>	<b>Medium = 6</b>	<b>Medium = 9</b>	<b>Medium = 12</b>	<b>Medium = 15</b>
	<b>Minor</b> Minor injury such as a bump or bruise that may require First Aid treatment.	<b>2</b>	<b>Low = 2</b>	<b>Low = 4</b>	<b>Medium = 6</b>	<b>Medium = 8</b>	<b>Medium = 10</b>
	<b>Insignificant</b> Minor injuries not resulting in any first aid.	<b>1</b>	<b>Low = 1</b>	<b>Low = 2</b>	<b>Low = 3</b>	<b>Low = 4</b>	<b>Medium = 5</b>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	What are we already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
Covid-19 Infection Control within HHC premises												
Entrance to Church School Premises	Attendees picking up the virus from hard surfaces (e.g. door handles walls, light switches)	Currently there are no warning Notices, or Sanitisation station, face masks, or a signing in sheet	4	4	16	Implement notices, sanitisation station, signing in sheet or QR Code used with all attendees to agree to follow Risk Assessment and certify no self-prescribed use of Paracetamol / Ibuprofen / other fever reducing medication within 6 hours, face masks to be worn. Use of Lateral Flow Testing is recommended but not mandatory.  Queuing for entry to use social distancing lines in courtyard. Maintain a one-way system at entrance/exit of school (using the doors the church use. Keep doors open as long as practical to minimise contact with handles.	4	1	4			

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Rooms over-populated causing heightened risk of cross-infection	Attendees	Prior to the pandemic there were no measures in place to limit the numbers of Attendees in each room, although total numbers attending were counted by church wardens on arrival. Establish new room capacity ratings using an agreed area formula.	3	3	9	<p>Establish new room capacity ratings as follows: -</p> <p><b>Main Hall</b> – 40 people seated alone with 1.5m between them and masks worn. OR 50 people seated with 1.5m between them, masks worn, and some people in family groups.</p> <p>Seats spaced out as you come in to maintain distancing. You are welcome to move seats if you wish to sit with others, but please check that they are happy to sit near you and be aware of keeping 2m from those who want to keep their distance.</p> <p>No further need to book on for the service each week.</p> <p><b>Community Room</b> – 24 people with chairs organised in groups of 6 around tables with 2 people serving refreshments – one inside the Kitchen and one outside.</p>	3	2	6	All Attendees	When open	

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		Households are reminded at the start of each service not to mix and to leave the premises quickly after the service.				Church wardens to count placement of chairs to ensure numbers are not exceeded.  Services are no longer limited to 45 minutes but maximum ventilation of the building is to be maintained.						
Poor hygiene practices within the venue	Attendees may become infected.	Posters are not displayed throughout the premises in handwash areas advising all Attendees to wash their hands after any action which may increase the risk of infectious disease, such as coughing or sneezing.  Soap and washing liquids, warm water and hand drier are supplied in the toilet. Kitchen area contains hot water.	3	3	9	Posters to be displayed throughout the premises in entrances, sinks, handwash areas advising all attendees to wash their hands after any action which may increase the risk of infectious disease, such as coughing or sneezing.  Introduce paper towels and plastic bags for waste disposal in all handwashing areas  Hand sanitiser to be available at entry point and in each room.  Cleaning to be carried out after every period of use: - thorough	3	2	6			

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		<p>Attendees are to be encouraged to wipe their mouths and noses with tissues after sneezing or coughing, and to dispose of these tissues using the bins provided around the building.</p> <p>All cutlery and cups provided for use within the building are thoroughly cleaned before and after use.</p> <p>Prior to Virus reduction measures, no face coverings were worn</p>				<p>cleaning that follows national guidance, is compliant with the control of substances hazardous to health (COSHH), and the HHC Health and Safety Policy.</p> <p>Enhanced cleaning frequencies of common touch points.</p> <p>Provision of self-use disinfectant sprays and wipes in the toilet</p> <p>Disinfectant wipes are available for local use by attendees.</p> <p>Every Attendee / visitor to clean hard surfaces (apart from agreed contact points) that they have touched, and then wash / sanitise their hands.</p> <p>Face covering masks are not mandatory but all attendees are encouraged to wear these at all times.</p>						

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Risk of contamination during refreshments	Attendees may become infected.	<ul style="list-style-type: none"> <li>Attendees queue for refreshments and are served personally</li> </ul>	3	3	9	Refreshments will be served as it is now legal and with care it is safe to do so.	3	0	0			
Risk of over-reliance on face masks without hand sanitising	Attendees may become infected.	<ul style="list-style-type: none"> <li>Maintain good hand hygiene practices at all times.</li> <li>Ensure continual supplies of hot water and soap.</li> </ul>	3	3	9	<p>Emphasise good hand hygiene practices at all times. Thorough hand washing to be applied and maintained.</p> <p>Each area to have Hand Sanitiser and paper towel handy for regular use.</p>	3	2	6			
Poor building configurations and arrangements	Attendees may become infected.	<p>Enhanced cleaning of common touchpoints</p> <p>Social distancing mechanisms are communicated, supervised and practised within the premises.</p> <p>Minimum 1m+ separation distances are supervised</p> <p>Toilet:</p> <ul style="list-style-type: none"> <li>Signage</li> <li>cleaning</li> </ul>	3	3	9	<p>Room furniture configurations within all areas provide social distancing for Attendees</p> <p>Signage on outside of toilet area to ensure no crossing or waiting without social distancing, and no more than 3 people in toilets at one time (self-regulated).</p> <p>Antibacterial handwash / Hand sanitiser</p> <p>Cleaning liquids</p> <p>Cleaning cloths</p>	3	2	6			



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		<ul style="list-style-type: none"> <li>hand washing</li> <li>cleaning equipment</li> </ul>										
Attendees may spread the virus by singing or shouting	Attendee may become infected.		3	3	9	It is now permitted for the congregation to sing out loud, however masks should be worn to limit potential viral infection as we express praise and thanksgiving to God in song.	3	1	3			
Attendees disregarding the new procedures	Attendees may become infected.	Not social distancing Shaking hands Approaching to less than 2 metres Not wearing a Face mask	3	2	6	Attendees to offer advice to anyone not following guidelines. Back away and explain the rules again. Step back and remind of the rules. Repeat offenders will be asked by wardens to leave.	3	1	3			
<b>Management</b>												
Poor management of infectious diseases	Attendees may become infected and cause further infections	If Attendee or visitor is suspected of having Covid-19 symptoms they are to contact the NHS for further advice	3	3	9	If an Attendee has tested positive for Covid-19, they must contact one of the HHC PC committee who will inform all Attendees who have attended within the past week, and	3	2	6			

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		and should leave the premises. Self-isolation to be applied.  If any Attendee with poor-health develops any signs of infectious disease or comes into contact with any individual who has Covid-19, they are advised to phone 119 to book a test and contact their GP. If any Attendee who has attended the meeting is diagnosed with infectious disease, HHC PC Committee to take guidance from relevant health organisations and speak with Public Health England.				they all will have to self-isolate until tested negative.						
<b>Inappropriate first aid</b>	Attendees may become infected.		3	3	9	Anyone who administers First Aid is instructed to thoroughly wash their hands for more than 20 seconds before (except in life threatening situations) and after giving first aid.	3	1	3			

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		No Covid-19 secure methods have been used in the past.				<p>Disposable gloves are provided in the first aid box and are worn where required when administering first aid.</p> <p>All cuts and abrasions are cleaned immediately using sterile wipes and covered with waterproof dressings.</p> <p>Any splashes of blood and/or bodily fluids from another person, which enter the eyes or mouth of the first aider, are immediately washed out with copious amounts of water.</p> <p>Splashes of blood and/or bodily fluids, which fall on the skin of the first aider, are immediately washed away using warm water and soap.</p> <p><i>If First Aider has come into contact with a suspected Covid-19 infection, they should seek immediate testing</i></p>						

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Communion practice use of single cup	Attendees may become infected.	Current practice is to have a single communion cup from which we all drink.	3	5	15	When communion is received, the guidance from the C of E is followed with the addition of individual cups to receive the wine.	3	1	3			
Craft Activities for young people and /or adults	Attendees may become infected	Materials and tools (scissors, glue sticks, pens, pencils etc.) used interchangeably	3	3	9	Craft activities are now permitted providing all reasonable care is taken.  Provision to be made for each participant to have dedicated equipment for the session so that it won't be passed around. Cleaning of the equipment afterwards will not be necessary as the equipment will not be used for 7 days and any virus will not be active	3	2	6			

During this activity, what could go wrong resulting in an emergency?	<p>An Attendee or visitor knowingly or unknowingly enters the premises and starts displaying symptoms of suffering from Covid-19.</p> <p>Members enter a household or any other premises on HHC business and are exposed to an individual displaying Covid-19 symptoms / informing the member that they are infected.</p>
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<p>How could this emergency be prevented / controlled?</p>	<p>The primary means of prevention to exposure remain:</p> <ul style="list-style-type: none"> <li>• Avoid close face-to-face or touching contact</li> <li>• Maintain a separation distance of at least 2 metres or 1 metre with appropriate extra measures such as masks.</li> <li>• No household mixing to be enforced.</li> <li>• Washing hands often with soap and water for at least 20 seconds, or an alcohol-based hand sanitiser that contains at least 70 percent alcohol</li> <li>• Catching coughs or sneezes with tissues, then throwing the tissue in a bin with a plastic liner</li> <li>• Ensuring people who feel unwell stay at home and do not attend the premises.</li> <li>• Encouraging Attendees to wash their hands: <ul style="list-style-type: none"> <li>○ Before leaving home.</li> <li>○ On arrival at the premises.</li> <li>○ After using the toilet.</li> <li>○ Before drinking or eating any food.</li> </ul> </li> <li>• Avoiding touching eyes, nose and mouth with unwashed hands</li> <li>• Avoiding close contact with people who are unwell</li> <li>• Cleaning and disinfecting frequently touched objects and surfaces.</li> </ul> <p>In the event the emergency occurs <b>within HHC premises</b> then it shall be controlled by the following process:</p> <ol style="list-style-type: none"> <li>1) Contact NHS on 111 or the local PHE Health Protection Team (0344 225 4524) for advice.</li> <li>2) Whilst waiting for advice (or an ambulance to arrive), the person should be kept at least two metres away from other people. If possible, they should be sat in the vestry area where they can be isolated. The premises must be cleansed once they leave.</li> <li>3) A risk assessment will be undertaken, with advice from the local PHE Health Protection Team, to determine whether further action is required. In most cases, closure of the premises will not be necessary; however, this will be a decision made based on local factors.</li> <li>4) People who test negative for the virus will be advised individually about their return to the premises.</li> </ol> <p>If someone has been diagnosed with the COVID-19 and has entered the building, guidance is to be taken from the PHE. Parts of the premises shall need to be cleaned and a competent contractor may need to be organised.</p>
<p>Who should respond to a potential emergency and how? Have staff been trained to respond to this emergency?</p>	<p>The Warden who opened the premises on that occasion is to respond to any emergency, including liaison with PHE Health Protection Team and a plan is to be agreed and communicated with the Committee members.</p>
<p>Could any non-routine changes affect the safety arrangements in place for this</p>	<p>There are no non-routine changes anticipated that can affect the safety arrangements detailed above.</p>

activity? (Weather, People, etc.) What can be done?	<p>Personal hygiene and mask wearing is the most important way we can tackle COVID-19.</p> <p>Both the UK Government and Public Health England have dedicated webpages with a range of information, posters and digital materials at:</p> <p><a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a></p> <p><a href="https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-">https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-</a></p> <p>Travel advice is available from:</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p>
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**Church Visitor Agreement** – to be signed as a condition of access to the premises.

I have read and understood this risk assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any procedures are there for my safety and the safety of others. I will alert the PC Committee to any changes in the conditions or additional hazards that mean this risk assessment needs to be reviewed.

Name	Signature	Date





# HHC Sign in Sheet

Date: \_\_\_\_\_ Page \_\_\_\_\_

To assist in ensuring that the Church School Building is a Covid-19 Secure Environment, please record your name and details below, and note the date of your last negative Covid-19 LF or PCR test (if you have taken one). By signing your entry in the log, you are agreeing that:

1. To the best of your knowledge you have not been in contact with anyone with Covid-19 virus in the past 14 days, and you have no symptoms of fever, new cough, or loss of taste and smell.
2. You have not taken any self-prescribed paracetamol / ibuprofen / other fever reducing medicines to reduce your temperature in the past 6 hours.
3. You will clean any surfaces you touch and wash your hands or sanitise your hands regularly.
4. You agree to wear a face mask to reduce the potential of unknowingly spreading the virus.
5. You have read the HHC Covid-19 Risk Register and agree to abide by measures implemented.

Group	Name	Mobile number	Date of last Covid-19 test (if taken)	Signature	Time
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