

## IRURC Summary of action/risk assessment relating to Government Guidance relating to places of worship and Covid Sept 2021

**From guidance:** As COVID-19 restrictions are lifted, it is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks. While no situation is risk free, there are steps everyone can take to reduce the risk of transmission

1. Guidance area: Physical Health of those attending-those with symptoms, those instructed to self isolate					
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	i. Anyone with symptoms of COVID-19, should not attend.	Anyone with symptoms of COVID-19, even if they are mild, should not attend. They should self-isolate immediately and <a href="#">get a PCR test</a> . If someone has been instructed by <a href="#">NHS Test and Trace</a> to self-isolate because they have tested positive for COVID-19, or they are not fully vaccinated and have had close contact with someone who has tested positive, they must self-isolate and not attend. Please refer to guidance for <a href="#">households with possible or confirmed COVID-19 infection</a> .	Spreading Covid through presence in the building	Those showing symptoms or known to fit the Govt criteria, to be asked not to attend. If they come and later show symptoms which might have been infectious at the time of attendance-to let group leaders or if worship - Audrey or Peter or John know-they will notify others who have been present at the same time. For cleaning if someone affected has been in the building, please see below	Venue Manager Group leader
	ii. Self isolation	From 16 August, anyone fully vaccinated or under 18 and 6 months, is not required to self-isolate if they have had close contact with someone with COVID-19.			
	iii. Testing: Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it. Testing twice a week increases the chances of detecting COVID-19 when a person is infectious - helping to make sure	Rapid lateral flow testing is available for free to anybody, but is particularly focused on those who are not fully vaccinated, those in education, and those in higher-risk settings .....People may also wish to use regular rapid testing to help manage periods of risk such as .... close contact in a higher risk environment or when spending prolonged time with a more vulnerable individual. You can get tests from pharmacies or online. <a href="#">Find out more about how to get rapid lateral flow tests</a> . The <a href="#">NHS Covid Pass</a> allows you to check your Covid status and demonstrate that you are at lower risk of transmitting to others, through full vaccination, a recent negative test, or proof of natural immunity. If you develop <a href="#">COVID-19 symptoms</a> , self-isolate immediately and <a href="#">get a PCR test</a> .		Publicise this info in church newsletter	Audrey/Alice

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	you don't spread COVID-19.				
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2.	<b>Guidance Area: Personal Hygiene:</b> Several simple and effective personal hygiene behaviours can also continue to reduce the risk of catching or spreading COVID-19				
	<b>Basic Government guidance details</b>	<b>Details from linked documents expanding headlines</b>	<b>Risk</b>	<b>Mitigation/ action needed</b>	<b>Person Responsible</b>
	<p>i. Hand washing</p> <p>Wash your hands with soap and water or use hand sanitiser regularly throughout the day. Regular hand washing is an effective way to reduce your risk of catching illnesses, including COVID-19.</p> <p>ii. Touching face etc</p>	<p>It is particularly important to wash your hands:</p> <ul style="list-style-type: none"> <li>• after coughing, sneezing and blowing your nose</li> <li>• before you eat or handle food</li> <li>• after coming into contact with surfaces touched by many others, such as handles, handrails and light switches</li> <li>• after coming into contact with shared areas such as kitchens and bathrooms</li> <li>• when you return home</li> </ul> <p>Where possible, avoid touching your eyes, nose and mouth. If you do need to touch your face (for example to put on or take off your face covering), wash or sanitise your hands before and after.</p> <p>Hands touch many surfaces and can become contaminated with viruses, including COVID-19. You can transfer viruses to your eyes, nose or mouth from your hands if they are contaminated. Then viruses can enter your body and infect you. Washing or sanitising your hands removes viruses and other germs, so you're less likely to become infected if you touch your face. Using soap and water is the most effective way to clean your hands, especially if they are visibly dirty. Use hand sanitiser if there isn't soap and water available.</p> <p>Coughing and sneezing increases the number of droplets and aerosols released by a person, the distance they travel and the time they stay in the air. A cough or sneeze of an infected person which is</p>	Spreading Covid through touch if hands not sanitised and through coughing/sneezing etc	<p>People attending church services or entering the building to be asked to sanitize hands-sanitisers provided</p> <p>Touch points to be wiped down before and after use by church or any group</p> <p>Sanitisers available where food is served and people encouraged to use it before eating</p> <p>People using the building are reminded of health aspects related to coughing and sneezing</p>	<ul style="list-style-type: none"> <li>• Venue Manager,</li> <li>• stewards,</li> <li>• group leader,</li> <li>• B and MM for supply of sanitisers</li> <li>• Those serving food</li> <li>• AE/AI-B through Newsletter</li> </ul> <p>Lettings Sec</p>

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	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
		<p>not covered will significantly increase the risk of infecting others around them.</p> <p>These actions will reduce the spread of droplets and aerosols carrying COVID-19 and other viruses, including those that cause coughs and colds:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with disposable tissues when you cough or sneeze.</li> <li>• If you do not have a tissue, cough or sneeze into the crook of your elbow, not into your hand.</li> <li>• Dispose of tissues into a rubbish bag and immediately wash your hands.</li> </ul>		<p>Tissues to be disposed of in bins in toilet areas</p> <p>Toilet areas to be cleaned after each group's use and touch points wiped down</p> <p>Kitchen area touch points to be wiped down before and after group/church use</p>	<p>Newsletter Venue Manager</p> <p>Venue Manager Group leaders</p>

3.	<b>Guidance Area: Face masks :</b> Social distancing and wearing a face covering are now a personal choice. People are encouraged to respect other attendees and those working who may wish to adopt a more cautious approach.				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	<p><b>Face masks:</b> COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. The Government expects and recommends that people wear face coverings in crowded areas .....</p>	<p>Article by the Zoe COVID study (Kings College London et al) <a href="https://covid.joinzoe.com/post/why-still-wear-masks-covid">https://covid.joinzoe.com/post/why-still-wear-masks-covid</a></p> <p><b>What are the rules about masks?</b></p> <p>Despite lifting the legal requirement to wear a mask in England, <u>the government still recommends wearing face coverings</u> in crowded and enclosed spaces where you come into contact with people you don't normally or often meet.</p> <p><b>Do masks work to protect against COVID-19?</b></p> <p>Wearing facemasks reduces both your risk of catching COVID and the chance that you will pass it on to other people.</p> <p>A study involving more than 300,000 people showed that <u>wearing face coverings reduces transmission within communities</u>, in combination with physical distancing.</p>	<p>Spreading Covid through exhalations</p>	<p>Congregation asked to wear face masks if possible when worshipping in the church <b>especially</b> when singing</p> <p>When in the building people are encouraged to wear face masks where possible. Masks are available upon request</p>	<p>Elders Venue Manager Minister Group Leader Sign at door</p>

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3.	<b>Guidance Area: Face masks</b> : Social distancing and wearing a face covering are now a personal choice. People are encouraged to respect other attendees and those working who may wish to adopt a more cautious approach.				
	<b>Basic Government guidance details</b>	<b>Details from linked documents expanding headlines</b>	<b>Risk</b>	<b>Mitigation/ action needed</b>	<b>Person Responsible</b>
		<p>Data from our <u>US ZOE COVID Study app contributors</u> also shows that wearing a mask reduces your risk of catching COVID-19 by over 60%.</p> <p><b>In short, wearing a mask protects you and the people around you.....</b></p> <p>there's still a risk of becoming infected, even if you've been double-jabbed.</p> <p><u>As long as it's properly worn</u>, a mask helps to prevent you from breathing in airborne droplets from those around you, reducing the risk of catching the virus. It also helps protect others from whatever you're breathing out, especially if you're infected without knowing. By cutting infections and transmission, we can protect unvaccinated and vulnerable people, as well as <u>reducing the number of people developing long COVID</u>.</p> <p>COVID-19 transmission is easiest in crowded, indoor areas, which is why we recommend wearing a mask in these situations, even if you have had both of your vaccines.</p> <p>.....</p> <p>As we move closer to normality, the government is encouraging people to exercise their common sense and personal responsibility, rather than enforcing mask-wearing by law.....</p> <p><b>If you are comfortable wearing your mask, we recommend doing so in crowded indoor settings, even if the people around you can't be convinced to do the same.</b> Even one mask in a group of people can reduce the risk of COVID spreading, protecting yourself and others.</p>			

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4	Guidance area Social Distancing				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	i. From 19 July social distancing restrictions no longer apply. This means that you do not need to implement social distancing (2 metres or 1 metre plus with mitigations).	<b>Close contact</b> <ul style="list-style-type: none"> <li>The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.</li> <li>You may choose to limit the close contact you have with people you do not usually live with. You may also choose to take a free test before being in close contact to help manage periods of risk such as returning to the workplace, close contact in a higher risk environment or when spending prolonged time with a vulnerable individual.</li> <li>These are personal choices which can help reduce your risk of catching or spreading COVID-19.</li> <li>It is important to consider that others may wish to take a more cautious approach as we open up. We should all be considerate of this, and provide the opportunity and space for others to reduce close contacts if they wish.</li> </ul>	Spreading Covid through close contact	People have a choice, therefore layout of chairs in the Sanctuary needs to reflect this choice. Reduced number (max 50) of chairs out and chairs to be spaced a chair width apart and with gangways. People can move chairs closer if all parties are happy about this.	Elders/Venue Manager Group leader
	ii. Protecting the vulnerable	Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. But because clinically extremely vulnerable people are at higher risk of severe illness from COVID-19, they may wish to take precautions when meeting others they do not usually meet with in order to reduce the risk of catching or spreading COVID-19. For example, they could.... meet outside if possible or make sure the space is well ventilated if they meet inside; open windows and doors or take other action to let in plenty of fresh air		If a larger congregation is expected, have overflow and transmission in North Room Provide a “safe” area on the different coloured floor area near the cross where 10 chairs are placed 2m apart in 1,2,3s, and there is a notice requesting people wear mask and maintain distance in that area  One way system out through fire door and then in to coffee bar	

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5	Guidance on Ventilation				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	<p>When worship takes place inside or in other enclosed spaces, consider how the space can be continually well ventilated, before, during and after.</p> <p>The more fresh air there is to breathe, the less likely other people are to inhale infectious particles</p>	<p><b>What ventilation is and why it is important</b>            Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help remove air that contains virus particles and prevent the spread of coronavirus (COVID-19).            When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. While larger droplets fall quickly to the ground, aerosols containing the virus can remain suspended in the air. If someone breathes in virus particles that are suspended in the air, they can become infected with COVID-19. This is known as airborne transmission.            In poorly ventilated rooms the amount of virus in the air can build up, increasing the risk of spreading COVID-19, especially if there are lots of infected people in the room. The virus can also remain in the air after an infected person has left.            Bringing fresh air into a room and removing older stale air that contains virus particles reduces the chance of spreading COVID-19.  <u>The more fresh air that is brought inside, the quicker any airborne virus will be removed from the room.</u>  <b>Minimise the amount of time you spend indoors with people you do not live with:</b> To reduce the risk of catching COVID-19, or passing it on, minimise the amount of time you spend indoors with people you do not live with. Meet outside if possible. If you do meet indoors, make sure the space is well ventilated. Avoid spending time with people you do not live with in spaces with a limited flow of fresh air, such as rooms without ventilation or windows that are never opened. The risk is greater in small rooms as the concentration of virus in the air can build up more quickly than in larger areas.  <b>Ventilation in the workplace and non-domestic settings</b>            ...It is important to identify and deal with areas that are not well ventilated. The more people occupying an area that is poorly</p>	<p>Spreading Covid through lack of sufficient ventilation to remove air particles quickly</p>	<p>Windows in all rooms to be opened at least 15 minutes prior to the usage.</p> <p>If any room is to be used more than once in each day, all doors and windows (excluding Sanctuary ones behind the screens) to be wide open for at least 15 minutes between different meetings/services</p> <p>Through breeze must be provided if possible, therefore prime aim is to have windows/doors open an opposite ends of the room.</p> <p><b>The amount windows and doors are open is linked to outside temperature</b></p> <p><b>Sanctuary:</b> A CO<sup>2</sup> monitor has been purchased. Its main use is the Sanctuary.</p>	<p>Venue Manager Group Leader</p> <p>Venue Manager Group Leader</p> <p>Venue Manager Group Leader</p>

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		<p>ventilated, and the longer they remain in it, the greater the risk of spread of COVID-19.</p> <p>Control measures such as avoiding certain activities or gatherings, restricting or reducing the duration of activities, providing ventilation breaks during or between room usage should be considered alongside ventilation for reducing the risk of airborne transmission.</p> <p>Any actions to improve ventilation should not compromise other aspects of safety and security (for example, avoid propping open fire doors), and should consider other consequences such as health and wellbeing impacts from thermal discomfort.</p> <p>Employers should provide employees with clear guidance on ventilation, why it is important, and instruction on how to achieve and maintain good natural ventilation or to operate systems if there are user controls.</p> <p><b>CIBSE doc:</b></p> <p>Maintaining good levels of ventilation remains the key focus, even in colder weather conditions, whilst minimising occupant discomfort due to draughts and lower indoor temperatures.... <u>That is, the ventilation rate should be increased above the minimum statutory rates wherever possible, but this must be balanced against the need to moderate energy demand and carbon emissions and to ensure the thermal comfort of occupants.</u> Ventilation should be provided year-round, but the strategy and delivery rate may vary by season.....<u>Opening only high-level vents can increase the mixing of the incoming outside air with air in the space, and ensures that incoming air is warmed before it reaches the occupied zone. .... It is better to open all windows or vents only a small amount to aid mixing and warming.....</u>There is emerging evidence that shows high rates of infection in poorly ventilated rooms, which suggests that this is a potential transmission route. .... <u>These aerosols are at their highest concentration in the exhaled puff, and the two metre social distancing measure helps reduce exposure. Aerosols that are small enough to remain airborne become diluted in indoor air. Without suitable ventilation they can build up, increasing the risk of exposure</u></p>		<p>Initially windows (except behind screens) to be fully open, also fire door plus entrance door to Sanctuary and outer building doors if weather permits.</p> <p>If it is too cold, windows only open partially plus outer entrance door and one entrance door to Sanctuary</p> <p>Once CO<sup>2</sup> monitor has established “safe” levels. Basic level of ventilation to be detailed in the Sanctuary for all users.</p> <p><b>Details of levels:</b>  Up to 700ppm=air quality is good  701-1199ppm=ventilation required  &gt;1200ppm=evacuate the room and increase ventilation</p> <p><b>Coffee Bar:</b> not to be used for gatherings of people as there is no</p>	<p>Venue Manager Group Leader</p>



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		<p><u>for susceptible individuals.</u> Ventilation can play an important role in minimising the build-up of aerosols in a space, and will reduce exposure risk. <b><u>Other interventions to minimise aerosol generation and emission include the wearing of face coverings and minimising respiratory activities known to generate more aerosols, such as singing.</u></b> As our understanding of the significance of the various transmission routes of SARS-CoV-2 develops, <b><u>we recommend increasing the supply rate of outside air to occupants wherever it is reasonably practical as a precautionary measure.</u></b>... To minimise the risks of far-field airborne aerosol transmission of SARS-CoV-2, the general advice is to increase the air supply and exhaust ventilation, supplying as much outside air as reasonably possible. The risk of airborne transmission is greatest in poorly ventilated areas and areas that are occupied for long periods of time. <b><u>Poorly ventilated spaces are often smaller rooms with limited outside air supplies.</u></b> Spaces that are stuffy or smelly are also likely to be poorly ventilated. It is particularly important to increase the supply of outside air to these spaces. It is recommended that occupancy density is reduced where possible and practical. <u>In rooms and zones where there is no direct supply of outside air, consideration should be given to limiting access to these spaces by building users, especially where it is likely that they would be occupying such a space for considerable lengths of time (longer than 30 minutes).</u></p>		<p>direct ventilation-just use it for passing through. Ventilate fully before and after usage by opening North Room doors and fire door and main front door</p> <p><b>North Room:</b> Higher windows provide better ventilation. If possible all windows and possibly fire open. To check with CO<sup>2</sup> monitor as per Sanctuary</p> <p><b>Blake Room:</b> Maximum ventilation from side windows and fire door open . To check with CO<sup>2</sup> monitor as per Sanctuary</p> <p><b>Creche:</b> Windows open. Recommended maximum number of 4 meeting in here</p>	Venue Manager Group Leader



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6.	Guidance on handling objects and communal resources				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	Surfaces can become contaminated with viruses like COVID-19. Once contaminated, touching them can transfer viruses to people's eyes, nose or mouth. From there, viruses can enter someone's body and infect them.	This means that, touching or kissing objects that are handled communally including consumables, carries a risk of catching or spreading a virus.	Spreading the virus by a person touching items contaminated by someone with the virus	<p>Sanitisers spread throughout the building for personal use and people encouraged to use them</p> <p>When Traidcraft table is re started, sanitiser bottle nearby for use by customers</p> <p>Offertory basket as leave</p> <p>Hymns etc shown on powerpoint rather than sharing books. Large print-stored after usage. Person handing them out sanitises hands before doing so</p> <p>Communion: Elders take bread and wine off the table and serve. Serve bread with tongs. Sealed units offered as well.</p> <p>Glasses collected by the Elder. Glasses placed in every other space on</p>	<p>B and MM ensure they are there</p> <p>Person organising Traidcraft</p> <p>Elders decide when to change this</p> <p>Elders and Minister</p> <p>Elders and Minister</p>

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6.	Guidance on handling objects and communal resources				
				trays. Preparation done wearing mask and gloves.	
				Decisions to be made about leaflets/ newsletters etc out	Elders and Minister
				Chairs and tables to be sanitised after use including worship	Venue Manager or Group Leader

7.	Guidance on food and drink				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	<p>Where food and drinks are consumed, staff and attendees should follow the <a href="#">guidance for restaurants, pubs, bars, nightclubs and takeaway services</a>.</p> <p>There is no requirement for guests to be placed on socially distanced tables though they should consider the risks of not maintaining social distancing, as set out in the guidance on <a href="#">how to stay safe and prevent the spread</a>.</p>	<p><a href="https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services">https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services</a></p> <p><b>Guidance for people who work in or run restaurants, pubs, bars, cafes, nightclubs or takeaways.</b></p> <ol style="list-style-type: none"> <li><b>1. Complete a health and safety risk assessment that includes the risk from COVID-19...</b>considering the reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. Keep it updated</li> <li><b>2. Provide adequate ventilation</b></li> <li><b>3. Clean more often</b></li> <li><b>4. Turn away people with COVID-19 symptoms</b></li> <li><b>5. Enable people to check in at your venue</b></li> <li><b>6. Communicate and train-</b> Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.</li> </ol> <p><b>How to do this:</b> Encouraging use of outside space where practical....</p>	<p>Spread of virus through multiple people touching food, crockery , cutlery etc and through close contact</p>	<p>These steps are in addition to the usual hygiene measures in place in the kitchen.</p> <p>Sam and Peter wrote a risk assessment for food and drink for Teddies. The measures on this could be adopted for the whole church:</p> <p>Food and drink to be served, not self service</p> <p>Food servers to wear facemask</p>	<p>Anyone using the kitchen or preparing food and drink and clearing up afterwards</p>

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		<p>Objective: To manage service of food and drink at the venue.</p> <p><b>Consider:</b></p> <ol style="list-style-type: none"> <li>1. Cleaning non-disposable condiment containers after each use, or providing only disposable condiments.</li> <li>2. Reducing the number of surfaces touched by both staff and customers. For example, ask customers not to lean on counters when placing orders.</li> <li>3. ....discourage customer self-service or clean frequently touched surfaces regularly.</li> </ol>		<p>Handwashing before prep and in between tasks</p> <p>Gloves or utensils to be used when setting out food and serving</p> <p>Wash hands before handling plates and cups.</p> <p>Food to be covered with solid covers while out on display.</p> <p>Dishwasher must be used for washing up</p> <p>Freshly washed hands or gloved hands to unload and put away clean crockery</p> <p>Gloves to be worn when handing out biscuits/breadsticks at snack time.</p> <p>Jug of squash to be made and poured out into cups by one person</p> <p><u><b>In addition</b></u></p>	<p>Anyone using the kitchen or preparing food and drink and clearing up afterwards</p>
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				<p>Tongs to be used by 1 person to hand out biscuits after church</p> <p>Teapots or water jugs with lids to be used to fill cups for coffee</p>	
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8.	Guidance on singing, music, and performances				
	Basic Government guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	<p>There are no limits on the number of people who can sing or perform indoors or outdoors. However, some activities can also increase the risk of catching or passing on COVID-19.</p>	<p>This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices.</p> <p>The risk is greatest where these activities take place when people are in close contact with others, for example in crowded indoor spaces where people are raising their voices.</p> <p>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the <a href="#">guidance on keeping yourself and others safe</a> as we return to normality.</p>	<p>There is a greater risk of spread of Covid from singing and dancing</p>	<p>Ask members of the congregation to wear a mask when singing both in worship and in singing group</p> <p>Seating more spread out than pre covid for singing group</p> <p>Groups (ie private lets) meeting in the building eg choirs should have their own risk assessment on top of our own requirements</p> <p>Windows and doors to be fully opened for 15 minutes after a meeting where singing /or dancing involved</p>	<p>Elders minister, leaders and members of singing group and of any other services where singing takes place</p>

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9. Guidance on Collection of Contact Details					
	Basic Government Guidance details	Details from linked documents expanding headlines	Risk	Mitigation/ action needed	Person Responsible
	<p>You are no longer required by law to collect customer contact details, or keep a record of your staff and visitors.</p> <p>However, you are encouraged to continue to display an NHS QR code for customers wishing to check in using the app, as this will help to reduce the spread of the virus and protect your customers, visitors and staff.</p> <p>If you display an NHS QR code, you should also have a system to collect (and securely store) names and contact details for those who ask to check-in but do not have access to a smartphone or prefer not to use the app.</p> <p>Please see the guidance on <a href="#">maintaining records of staff, customers and visitors</a></p>	<p><b>From guidance on <a href="#">maintaining records of staff, customers and visitors to support NHS Test and Trace</a>.</b></p> <p>Establishments in the following sectors should encourage attendees to check in and maintain records of staff, customers and visitors who choose to provide their contact details:</p> <ul style="list-style-type: none"> <li>• hospitality, including pubs, bars, nightclubs, restaurants and cafes</li> <li>• tourism and leisure, including theatres, museums and cinemas</li> <li>• close contact services</li> <li>• <b>places of worship</b></li> <li>• facilities provided by local authorities such as libraries and community centres</li> </ul> <p>Venues should:</p> <p>Ask every customer or visitor (over the age of 16) to 'check in' by:</p> <ul style="list-style-type: none"> <li>• scanning the NHS QR code poster via their NHS COVID-19 app; or</li> <li>• providing their name and telephone number (this can be done in advance, for example, via a pre-booking system). You should also note the date of entry</li> <li>• keep a record of all staff working on your premises, their shift times and dates, and their contact details</li> <li>• keep these records of customers, visitors and staff for 21 days and provide this information to NHS Test and Trace, if requested</li> </ul>	<p>Somone attends worship or another activity in the building not knowing that they are infectious. Without details of others in attendance, test and trace could not be notified and the disease might spread further</p>	<p>QR code available</p> <p>Worshippers asked to provide names and contact details (if not on church list) for contact sheet to ensure that all are included</p> <p>People attending church run groups or entering the building for any other reason, to sign contact sheet at door (sheet based on Govt advice)</p> <p>'Lets' in the building-group leader to sign contact sheet at entrance and keep a register of those attending. If there is a problem, the leader will be contacted by the church. They have received instructions for this from Peter</p>	<p>Venue Manager Sunday morning and evening</p> <p>Group leader at other times</p> <p>Venue Manager Sunday morning and evening</p> <p>Group leader at other times</p> <p>Church Sec responsible for keeping completed forms and disposing after 21 days</p>

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	<a href="#">to support NHS Test and Trace.</a>	<ul style="list-style-type: none"> <li>display an NHS QR code poster so that customers and visitors can 'check in' using the NHS COVID-19 app (as an alternative to providing their contact details)</li> <li>adhere to data protection legislation, including the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018</li> </ul> <p><b>In the event of an outbreak linked to a venue</b>, individuals who checked in will receive a venue alert. This is a notification from their NHS COVID-19 app if they scanned the NHS QR code, or a text message if they provided their contact number.</p> <p>Venue alerts:</p> <ul style="list-style-type: none"> <li>are triggered if there are 2 or more cases at your venue</li> <li>are facilitated by NHS Test and Trace obtaining the records of your customers, visitors and staff who were there on the same day. If you are asked by NHS Test and Trace for this information, please share it as soon as possible. Do not inform customers or visitors directly, alerts will be managed by NHS Test and Trace</li> <li>inform the attendee of their potential exposure to COVID-19 and advises them to book a test</li> <li>are anonymous – your venue will never be named in an alert</li> <li>do not close your venue. You will be given guidance at the point you are contacted by NHS Test and Trace so that you can continue to operate safely</li> </ul> <p>While consent to share the data with test and trace is not required, we recommend that consent is sought in sensitive settings such as <b>places of worship</b> and for any group meetings organised by political parties, trade unions, campaign or rights groups, philosophical and religious groups or health support groups. This is because of the potentially sensitive nature of the data collected in these circumstances.</p>			<p>Venue Manager Sunday morning and evening</p> <p>Group leader at other times</p> <p>Church Sec responsible for keeping completed forms and disposing after 21 days</p>
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## IRURC Summary of action/risk assessment relating to Government Guidance relating to places of worship and Covid Sept 2021

10.	Guidance on venue management and links to other risk assessments which are still current				
	Area of risk	Questions to consider or pointers to relevant parts	Risk	Mitigation/ action needed	Person Responsible
A	Cleaning				
	All places of worship should follow the principles set out in the <a href="#">working safely guidance</a> . The <a href="#">working safely guidance</a> is also relevant to those responsible for maintaining venues which are used by the public and includes further information on cleaning and ventilation.	See chart B below which has been adapted from previous risk assessment. These are procedures which the church requires to be followed as opposed to guidance	Possibility of Covid being spread in the building	Follow cleaning and other details in chart B below	Elders Venue Manager Group leaders
B	Using the premises for Mid week Church Groups				
	Before any midweek group re commences on the premises they need to consider a risk assessment or guidelines based on the following questions	<p>Questions group leaders and members need to ask themselves before restarting:</p> <ul style="list-style-type: none"> <li>• The appropriateness of resuming the midweek activity</li> <li>• Is the room they propose to use large enough for people to be seated comfortable and also include a safe space</li> <li>• How to set out the room, enabling there to be a safe space for those wishing to socially distance</li> <li>• Who will be responsible for wiping down touch points, including the clavinova, sound desk and tables used and checking toilets before and after the meeting</li> <li>• Does their activity involve sharing anything eg books, papers, food and have ways been worked out to do this safely?</li> <li>• Do members know they need to sign in and out?</li> </ul>	<p>Group starts and feels they are failing as no one attends</p> <p>People attend and feel uncomfortable</p> <p>Covid spreads among members and causes other activities in</p>	<p>Check if they have the answers to the questions before they start,</p> <p>If it helps, produce some simple guidelines for all leaders and members</p>	Group leaders and members



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		<ul style="list-style-type: none"> <li>Do members know that if they are singing, speaking loudly or moving around, they are asked to wear masks?</li> <li>If they need to use the kitchen are they aware of the kitchen risk assessment and are they prepared to use the dishwasher or else bring own drinks, food plates etc</li> <li>Do they know what to do if someone comes to the group who is infected or is taken ill when at the meeting?</li> </ul>	the building to close		
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Below is a copy and paste of relevant items from previous risk assessments which are needed and not covered in the above-mainly relating to cleaning

B .Cleaning once building is open											
Risk No	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
1	No cleaning rota in place	Service delivery	5	5	25	Follow current Government <a href="#">guidance</a> on cleaning in a non-healthcare setting	2	2	4	Julie is booked in twice a week on Wednesdays to do toilets and vestibule and on Friday for full clean-as above plus one other room and kitchen. Can be called upon at other times if needed-eg if after a large outside let. Peter to organise. B and MM responsible for ensuring we have correct supplies in stock. Julie brings her own regular cleaning materials and charges the church	B and MM with Elders' approval
2	Cleaning staff/volunteers unable to comply with	People	2	2	4	Ensure that cleaners are properly briefed on a safe method of cleaning.	1	1	1	Peter has met Julie at the church to explain this Julie told Peter that she has gloves, sanitisers, hand gel	B and MM

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B .Cleaning once building is open											
	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
Risk No			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
	safe working practice for cleaning					Provide gloves and aprons for those using cleaning materials.				Peter to ensure she has correct materials No one to do general cleaning apart from the appointed cleaners.	
3	Materials not available for users to properly clean as requested	Service delivery	3	5	15	Ensure all materials ordered early and in place.	1	1	1	Ensure sufficient cleaning materials (Julie purchases for her use) sanitiser, hand sanitiser, wipes, hand towels, gloves, toilet rolls are in stock	B and MM
4	Contamination from high-touch areas such as door handles and switches	Property	4	4	16	High-touch areas to be cleaned each time building is used  Clean at regular intervals during the period of opening  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.	2	2	4	Person in charge of group or venue manager to clean or ensure all touch points are cleaned before and after the service/group/activity takes place	Venue Manager Group leader Outside lets told to do this in an addition to their contract
5	Toilet facilities cannot be	Property	5	5	25	Cleaning regime to be in place to ensure	2	2	4	Julie cleans the toilets twice a week	B and MM ensure enough

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B .Cleaning once building is open											
	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
Risk No			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
	cleaned adequately between users					toilet facilities safe to use.				Church provides wipes in the toilets to be used to wipe seat before and after use then put in bin. Signs up about toilet use and wipes  Venue Manager/Group Leader ensure there are wipes, paper towels and toilet paper available before their meeting	wipes are provided. Venue Manager, Group leader
6	Someone with Coronavirus is found to have visited the building	People	3	5	15	Signage displayed asking those with the known symptoms to return home immediately  Ensure as a minimum that all contaminated surfaces are washed (person washing to wear gloves) using household disinfectant or sanitiser. Double bag waste and place in bins.  Wash hands thoroughly after PPE kit has been removed and	2	2	4	This process MUST be followed and all relevant individuals briefed  Details of cleaning required in this situation, circulated to relevant groups  Once the church has notification of possible infection, Elders (not necessarily the full meeting) to decide whether to cancel bookings/meetings and “fog” the building	Group leader, Elders, Letting Sec.

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B .Cleaning once building is open											
	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
Risk No			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
						disposed of in designated bin  Peter, Audrey or John to be notified					
7	Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	People	3	5	15	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 60 °C) throughout the period of supervision/support  Church and isolation room must be cleaned and possibly fogged before use again  Cleaning cloths and PPE to be double-	3	3	9	Procedure, laminated and placed on church board in lobby and in box with other PPE. Box to be stored outside Blake Room	Church Sec ensure relevant info is posted

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B .Cleaning once building is open											
	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
Risk No			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
						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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Impact	Severe	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		1	2	3	4	5	
		Remote	Unlikely	Possible	Likely	Highly Likely	
		Likelihood					

### Key to Risk Level

Catastrophic	
Unacceptable	
Undesirable	
Acceptable	

# IRURC Summary of action/risk assessment relating to Government Guidance relating to places of worship and Covid Sept 2021

## Food and drink risk assessment for Teddies and Weds Club

Covid Risks						Further Action		
Risk	Who may be harmed	Risk likelihood	Impact	Overall risk	Existing control measures	Action	Who completes the action	When
Contracting Covid from eating and drinking at the church	Children Leaders Parents	5	5	25	Follow instructions for use of kitchen including - Wipe down surfaces before and after each session	Food and drink to be served by one person, not self service	Server	During event
						Food servers to wear facemask	Server	When preparing and serving food
						Handwashing	Server	before preparing and between tasks
						Gloves or utensils to be used when setting out food and serving	Server	When handling food
						Wash hands before handling plates and cups.	Server	Setting up and serving
						Food to be covered with solid covers while out on display.	Server	When setting up



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						Dishwasher must be used for washing up	Server, Sam/ Bridget	End of Session
<b>Covid Risks</b>						<b>Further Action</b>		
<b>Risk</b>	<b>Who may be harmed</b>	<b>Risk likelihood</b>	<b>Impact</b>	<b>Overall risk</b>	<b>Existing control measures</b>	<b>Action</b>	<b>Who completes the action</b>	<b>When</b>
						Freshly washed hands or gloved hands to unload and put away clean crockery	Server, Sam/ Bridget	End of session
						Gloves to be worn when handing out biscuits/breadsticks at snack time.	Sam	During session
						Jug of squash to be made and poured out into cups by one person	Sam	During session

### Addition to hiring agreement for Users

- 1 All touch points to be sanitised at the end of your session. Examples of touch points are light switches, door handles, window latches.
- 2 Any tables and plastic covered chairs used to be sanitised at the end of the session
- 3 Ventilation to be maintained by having windows opened sufficiently to give adequate ventilation.
- 4 Ask the group members to still use the covid app QR code and use hand sanitisers on arrival. If toilets are used ask that the user sanitises touch points i.e., toilet seat, flush handle and door latch. Sanitiser wipes are provided in each toilet. Please dispose of these either in the bins in the toilets or the waste bin in the coffee bar. Please do not flush them down the toilets.
- 5 You must keep a record of those attending your meetings. A- to facilitate the quick identification of any reported covid infection B – As has always been the case, ensure that all your attendees have vacated the building in the event of an emergency
- 6 On being informed a person attending your meeting has tested positive for covid you must inform by email Peter Matchett [peter.matchett@sky.com](mailto:peter.matchett@sky.com) and Audrey Elliott [audrey.elliott1@gmail.com](mailto:audrey.elliott1@gmail.com)

## **IRURC Summary of action/risk assessment relating to Government Guidance relating to places of worship and Covid Sept 2021**

7 Kitchen facilities may be used but the kitchen will need to be cleaned following the instructions by the door. Also, if cups, plates etc are used, these **must be washed using the dishwasher**. Being an Eco friendly Church We would prefer that users do not use disposable items but either bring their own reusable items or use the Church's items and wash in the dishwasher. If disposable items are used these must be removed from the premises and not disposed of in the church bins.

NB users are expected to provide sanitizer wipes or spray and cloths to sanitize the room used. The church will provide wipes for the toilets and spray for the kitchen

The above Risk Assessment/Action Plan was approved by the Minister and all Elders at the Elders Meeting 20.09.21