

Covid-19 Risk Assessment

N.B. Please read in conjunction with separate action plan

Version 1	Ruth Tissington	Updated 19/07/2020	Version 5	Ruth Tissington	Updated 19/08/2020 following leadership meeting
Version 2	Ruth Tissington	Updated 19/07/2020 in light of feedback from P Wright	Version 6	Ruth Tissington	Updated 14th September in light of Circuit comments
Version 3	Ruth Tissington	Updated 05/08/2020 to remove hand driers in light of updated guidance			
Version 4	Tony Cooper	Edited and risk levels added			
Name & Address of Church	<i>Cambridge Road Methodist Church, School Road, Kings Heath, Birmingham B13 9UE</i>				Assessment undertaken by <i>Ruth Tissington and Anthony Cooper</i>
Area of Building Assessed	<i>Whole Building</i>				19th August 2020 Date of Initial Assessment Date to be Review
Guidance referred to	https://www.gov.uk/coronavirus https://www.hse.gov.uk/coronavirus/cleaning/index.htm?fbclid=IwAR16dHsvez4DQmqOIUAcHWFbFIPSdIDIUWiV-jcCdrqk30gfgjk_5j96Wt4 https://www.methodist.org.uk/about-us/coronavirus/official-guidance/				

Risk Reference Number	Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2 = Frequently 3 = Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>
RA1	General cleanliness of building prior to reopening	Cleaners (professional and church volunteers) and COVID team	1	3	3	Weekly building checks have been conducted and have not identified major issues Upstairs balcony room carpet will be cleaned prior to reopening Jericho will be asked to clean prior to reopening Physical walkthrough will be conducted by COVID team prior to reopening
RA2	Issues with outside of building	All users	1	3	3	Weekly building checks have been conducted and have not identified major issues Signs to be installed to keep 2 metres apart (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/) Physical walkthrough will be conducted by COVID team prior to reopening
RA3	Potential contamination of water system (legionella)	All users	1	2	2	Weekly building checks have been conducted and have not identified major issues Physical walkthrough will be conducted by COVID team prior to reopening Taps have been run on a weekly basis during closure: as per guidance at https://www.methodist.org.uk/media/18004/re-opening-of-building-checklist.pdf . This has been recorded on a register. Therefore no further testing is required.
RA4	Safety measures against fire are not securely in place	All users	1	3	3	Weekly building checks have been conducted and have not identified major issues Fire system has been serviced during closure Physical walkthrough will be conducted by COVID team prior to reopening
RA5	Electrical and heating systems (including emergency lighting) are not fully functional	All users	1	1	1	Weekly building checks have been conducted and have not identified major issues Annual service of the Emergency lighting took place recently and as a result we have had three units upgraded/renewed Physical walkthrough will be conducted by COVID team prior to reopening
RA6	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	All users	1	1	1	Any alterations will be carried out whilst being aware of this risk Physical walkthrough will be conducted by COVID team prior to reopening
RA7	Items stored and displayed on surfaces make cleaning regime difficult	Cleaners (professional and church volunteers)	1	1	1	Items will be cleared away prior to reopening Physical walkthrough will be conducted by COVID team prior to reopening Users of the church after reopening will be reminded of their responsibilities Feedback will be sought from Jericho re any issues

RA8	Items may be handled by more than one person, increasing the risk of cross contamination	All users	2	3	6	<p>Clear communication with all users reminding them of COVID arrangements</p> <p>All hymn and service books to be removed</p> <p>Obtain projector for worship</p> <p>Provide signage to remind people to keep adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Cleaning regime using Jericho twice per week</p> <p>Jericho to be asked to clean chairs</p> <p>Chairs to remain out</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Hand sanitiser stations installed near to entrances (main door and Cambridge Rd door) and near main sanctuary/ in cafe area</p>
RA9	Flow of people within the church causes congestion or makes social distancing impossible	All users	3	3	9	<p>Clear communication with all users reminding them of COVID arrangements</p> <p>Congregation to wear face coverings</p> <p>Stock of face coverings to be available</p> <p>Physically arrange communal areas to adhere to safe 2m distancing guidelines</p> <p>Mark areas using tape or floor paint to help adhere to safe 2m distancing guidelines.</p> <p>Provide signage to remind people to adhere to safe 2m distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Use more than one exit or entry to reduce numbers in high traffic areas. e.g. use side door as exit point</p> <p>Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>'One way' system throughout.</p> <p>Toilets to be accessed through sanctuary with exit into cafe area</p>
RA10	Insufficient staff/volunteers available to supervise the premises for Covid-Secure compliance whilst open	Church Volunteers	2	3	6	<p>Monitor through COVID team reviews</p> <p>Compile list of volunteers prior to opening and plan first phases of reopening dependent upon volunteer numbers and availability</p> <p>Obtain risk assessment from all external users of the building</p>

RA11	Excess rubbish builds up at the premises	All users	1	2	2	<p>Weekly building checks have been conducted and have not identified major issues</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening</p> <p>Communication with all users reminding them of responsibility to leave building tidy and free of rubbish</p> <p>Internal rubbish should/will be cleared into the outside skip after every user session</p> <p>Ensure rubbish collections have restarted prior to opening</p> <p>Monitor through COVID team reviews</p>
RA12	Too many people gather in the building.	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Covid team to assess safe numbers in each area</p> <p>Refuse further entry when building full</p> <p>Cafe area for entry /exit only</p> <p>Kitchen to be closed</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p>
RA13	Those using the building don't respect distancing guidance.	All users	2	3	6	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p>
RA14	People attend who have symptoms of coronavirus	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities (particularly re Test and Trace)</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Sign displayed at entrances asking people not to enter if they have signs of illness.</p> <p>Record attendee details for Test and Trace purposes</p> <p>Agree responsible person for Test and Trace purposes</p>

RA15	Congestion at choke points prevent distancing being respected	All users	2	3	6	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to safe 2m distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify points and act to mitigate risk</p> <p>Close cloakroom</p> <p>Make toilet corridor 'one way' only accessed through sanctuary with exit into cafe area</p> <p>Use more than one exit or entry to reduce numbers in high traffic areas. e.g. use side door as exit point</p> <p>Close kitchen</p> <p>Train stewards to oversee and point out issues</p> <p>Monitor through COVID team reviews</p>
RA16	Nominated company or rota of volunteers not in place to ensure regular cleaning	Church trustees/ All users	1	3	3	<p>Longstanding cleaning company (Jericho) work within church and have contract</p> <p>Compile list of volunteers prior to opening and plan first phases of reopening dependent upon volunteer numbers and availability</p> <p>Monitor through COVID team reviews</p>
RA17	Cleaning staff/volunteers unable to comply with safe working practice for cleaning	Cleaners (professional and church volunteers)	2	3	6	<p>Contact with Jericho prior to reopening to discuss COVID arrangements and requirements</p> <p>Ensure no other users are in building during nominated cleaning times</p> <p>Provide guidance to all cleaning volunteers</p> <p>Volunteer cleaners to be in low risk group</p> <p>Basic PPE (face coverings, gloves, etc) will be provided for the volunteer cleaners.</p> <p>Monitor through COVID team reviews</p>

RA18	Materials not available to properly clean surfaces	Cleaners (professional and church volunteers)	1	3	3	<p>Contact with Jericho prior to reopening to discuss COVID arrangements and requirements</p> <p>Ensure all volunteers have access to cleaning supplies</p> <p>Purchase appropriate covid effective disinfectants i.e. those that comply with (EN14476)</p> <p>Bulk buy cleaning supplies prior to reopening</p> <p>Put system in place to monitor supply levels</p>
RA19	Contamination from high touch areas such as door handles and switches	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify points and act to mitigate risk</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Hand sanitiser stations installed near to entrances (main door and Cambridge Rd door) and near main sanctuary/ in cafe area</p> <p>Minimise flow in certain areas: Close cloakroom, make toilet corridor 'one way' only accessed through cafe area with exit into sanctuary, close kitchen</p> <p>Use more than one exit or entry to reduce numbers in high traffic areas. e.g. use side door as exit point</p> <p>Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air</p> <p>Train stewards to oversee and point out issues</p> <p>Monitor through COVID team reviews</p> <p>Nominate single person to turn on/off equipment who are to use gloves</p>

RA20	Contamination from surfaces in toilets	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify points and act to mitigate risk</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Consider provision of cleaning materials to allow people to clean toilet themselves</p>
RA21	Someone with Coronavirus is found to have visited the building	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities (particularly re Test and Trace)</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Record attendee details for Test and Trace purposes</p> <p>Compile plan should this occur: inform COVID team, shutting of building, deep clean</p>
RA22	People may carry Coronavirus into the building on their hands	All users	3	3	9	<p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to keep adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Hand sanitiser stations installed near to entrances (main door and Cambridge Rd door) and near main sanctuary/ in cafe area</p>

RA23	Toilet facilities cannot be cleaned adequately between users	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Signage to ask people to sanitise hands after leaving toilet</p> <p>Provide signage to remind people to adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify points and act to mitigate risk</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Consider provision of cleaning materials to allow people to clean toilet themselves</p>
RA24	Increased risk of airborne transmission of disease	All users				<p>Obtain risk assessment from all external users of the building</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify points and act to mitigate risk</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Handsoap dispensers installed in all toilets and kitchen</p>
RA25	Someone starts to feel unwell/ develops coronavirus symptoms whilst on the premises	All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities (particularly re Test and Trace)</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Record attendee details for Test and Trace purposes</p> <p>Ensure steward briefing covers first aid arrangements and plan</p> <p>Compile plan should this occur: inform COVID team, shutting of building, deep clean</p>

RA26	Premises are not Covid-Secure prior to opening	Church trustees/ All users	1	3	3	Weekly building checks have been conducted and have not identified major issues Physical walkthrough will be conducted by COVID team prior to reopening COVID team have ability to make decisions on keeping building closed Review of plans through circuit and church council
RA27	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)	Church Congregation	1	3	3	A soloist is permitted. where used they will be provided a separate microphone (if needed) and will stand at least 3m away from congregation. Ensure it is clearly communicated that singing is not allowed by the congregation Review plan once legislation is altered Monitor through COVID team reviews Cleaning regime using Jericho twice per week Cleaning will occur between each use of the building Use of disinfectant fogger
RA28	Risk of virus transmission from shared resources (Bibles & other books, offertory plate, etc.)	Church Congregation	2	3	6	Encourage members to use bank standing orders for giving Investigate electronic giving portal Where collection is taken have static plate, Steward (in PPE) places plate into safe and it is counted a week later Encourage members to bring their own hymn book and bible No hymn or service books to be provided Use of disinfectant fogger Cleaning regime using Jericho twice per week Cleaning will occur between each use of the building Train stewards to oversee and point out issues Physical walkthrough will be conducted by COVID team prior to reopening Monitor through COVID team reviews
RA29	Children's group leaders not willing to resume activities immediately	Church Congregation	1	3	3	Communication with leaders and parents prior to reopening New activities not to start until safe Monitor through COVID team reviews

RA30	No Covid-safe space available for children's groups to meet during worship	Church Congregation	3	3	9	<p>Communication with leaders and parents prior to reopening</p> <p>Initially consider not restarting activities</p> <p>Move children's activities into main sanctuary, with their own cleaning arrangements</p> <p>Parents supervise their own children</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to hygiene and 2m social distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Monitor through COVID team reviews</p>
RA31	Risk of virus transmission through serving/receiving Holy Communion	Church Congregation	1	3	3	<p>Communication with Minister (including any who may visit)</p> <p>Monitor through COVID team reviews</p> <p>Take advice from Connexion, District and Circuit</p> <p>Consider not having Holy Communion immediately upon reopening to allow for specific arrangements to be put into place</p>
RA32	Risk of transmission through administering Baptism	Church Congregation	1	3	3	<p>Communication with Minister (including any who may visit)</p> <p>Communication with families who request baptism</p> <p>Monitor through COVID team reviews</p> <p>Take advice from Connexion, District and Circuit</p> <p>Consider not having Baptisms immediately upon reopening to allow for specific arrangements to be put into place</p>
RA33	Visiting worship leaders are not aware of COVID-19 secure arrangements	Church Congregation	1	3	3	<p>Monitor through COVID team reviews</p> <p>Provide signage to remind people to keep adhere to 2m safe distancing and hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Communicate arrangements through Preacher contact</p> <p>Take advice from Connexion, District and Circuit</p>

RA34	Space for mid-week groups is not Covid-Secure	All users				<p>Obtain risk assessment from all external users of the building Communication with all users reminding them of their responsibilities and COVID arrangements Provide signage to remind people to adhere to 2m safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/) Liaison with lettings/ property/ steward/ COVID team to ensure that adequate time is left between each group for cleaning to take place Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks Cleaning regime using Jericho twice per week Cleaning will occur between each use of the building: Use of disinfectant fogger Handsoap dispensers installed in all toilets and kitchen Hand sanitiser stations installed near to entrances (main door and Cambridge Rd door) and near main sanctuary/ in cafe area Physical walkthrough will be conducted by COVID team prior to reopening COVID team have ability to make decisions on keeping building closed Review of plans through church council</p>
RA35	Insufficient time between lets to clean building/ relevant area	Church trustees/ All users	3	3	9	<p>Obtain risk assessment from all external users of the building Communication with all users reminding them of their responsibilities Clear communication with all users reminding them of COVID arrangements Provide signage to remind people to adhere to 2m safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/) Liaison with lettings/ property/ steward/ COVID team to ensure that adequate time is left between each group for cleaning to take place Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks Cleaning regime using Jericho twice per week Cleaning will occur between each use of the building Rota will be put into place for volunteer cleaners volunteers to be from low risk group COVID team have ability to make decisions on keeping building closed Review of plans through church council</p>

RA36	Pressure to resume external lettings so that income can be generated	Church trustees	1	1	1	<p>COVID team have ability to make decisions on keeping building closed</p> <p>Review of plans through church council</p> <p>Regular liaison with church treasurer to monitor finances</p> <p>User groups will only be allowed back into the building when we have seen and cleared their own risk assessments.</p>
RA37	Insufficient arrangements in place to allow multiple users of the building (each occupying a different space)	Church trustees/ All users	3	3	9	<p>Obtain risk assessment from all external users of the building</p> <p>Do not allow until further review</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to 2m safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Liaison with lettings/ property/ steward/ COVID team to ensure that adequate time is left between each group for cleaning to take place</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Use more than one exit or entry to reduce numbers in high traffic areas. e.g. use side door as exit point</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>COVID team have ability to make decisions on keeping building closed</p> <p>Review of plans through church council</p> <p>Consider restricting frequency of occupation to give time for cleaning between users or other conflicts (to be planned out once user group intentions are clear).</p>
RA38	People unwilling to leave details for Test and Trace purposes	Church trustees	1	3	3	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities re Test and Trace: Clear signage (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Ensure all details are obtained and stored in a GDPR compliant way</p> <p>Brief all stewards on Test and Trace arrangements</p> <p>Ask people to leave who have not provided details</p> <p>Consider possible security and safety implications of this</p>

RA39	Movement of seating occurs which does not then allow for adequate social distancing	All users	1	3	3	<p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>COVID team place seating in COVID compliant way then ensure this is communicated to all users and clearly displayed</p> <p>Check seating prior to use of building (for internal use only, external users will need to take responsibility for themselves) bearing in mind that families and 'bubbles' may have moved seating</p> <p>Monitor through COVID team reviews</p> <p>Train stewards to oversee and point out issues</p>
RA40	Unexpected arrivals take building over safe numbers	All users				<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Phased reopening of church, consider using invitations and multiple services/ events to spread numbers</p> <p>Invite fewer people than safe numbers to allow for buffer</p> <p>If this should occur ask some people to leave</p> <p>Consider possible security and safety implications of this</p> <p>Train stewards to oversee and point out issues</p> <p>Clear signage (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Monitor through COVID team reviews</p> <p>Consider not reopening until guidance allows for all church members to attend</p>
RA41	New arrangements cause disability access issues	All users (particularly those with additional needs)				<p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Team marking out walkways, making adjustments are cognisant of access arrangements</p> <p>When making toilet corridor one way consider exception for use of disabled toilet</p> <p>Communicate clearly with all users to allow them to understand rationale and requirement for changes</p> <p>Carefully consider the use of more than one exit or entry to reduce numbers in high traffic areas. e.g. use side door as exit point</p> <p>Ensure steward on duty is able to direct and brief users as required</p>

RA42	Inadequate PPE available for cleaning regime	Cleaners (professional and church volunteers)				<p>Contact with Jericho prior to reopening to discuss COVID arrangements and requirements</p> <p>Ensure all volunteers have access to PPE supplies</p> <p>Bulk buy PPE supplies prior to reopening</p> <p>Put system in place to monitor supply levels</p> <p>Monitor through COVID team reviews</p>
RA43	Use of kitchen facilities increase risk of transmission	All users	2	3	6	<p>Initially close kitchen. When it is deemed safe to open kitchen:</p> <p>Obtain risk assessment from all external users of the building</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to keep adhere to 2m safe distancing and hygiene guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Ban access to kitchen for all but essential users (two persons on coffee rota plus one other steward)</p> <p>Consider initial closure of kitchen, i.e. Refreshments not served after events</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Handsoap dispensers installed in all toilets and kitchen</p> <p>Hand sanitiser stations installed near to entrances (main door and Cambridge Rd door) and near main sanctuary/ in cafe area</p>
RA44	Use of organ creates bottleneck and includes multiple surfaces that require careful cleaning	Musicians	1	1	1	<p>Only allow access to organ by appointed musicians</p> <p>Organ to be played by low risk group</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Clear signage explaining arrangements (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p>
RA45	Use of cloakroom leads to bottleneck and increases touchpoints/ risk of transmission from items left there	All users	1	1	1	<p>Close cloakroom upon reopening</p> <p>Ask people, prior to attending, to keep belongings to a minimum and keep them with them at all times</p> <p>Monitor through COVID team reviews</p>

RA46	Use of piano increases touchpoint and requires careful cleaning	Musicians	1	2	2	<p>Only allow access to piano by appointed musicians</p> <p>Piano to be played by low risk group</p> <p>Cleaning regime using Jericho twice per week</p> <p>Cleaning will occur between each use of the building</p> <p>Use of disinfectant fogger</p> <p>Clear signage explaining arrangements (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p>
RA47	Bottles of hand soap in toilets and kitchen get lost/ are taken	Church trustees/ All users	1	1	1	<p>Buy and install wall mounted soap dispensers</p> <p>Bulk buy supplies prior to reopening</p> <p>Put system in place to monitor supply levels</p> <p>Monitor through COVID team reviews</p>
RA48	Socialising in cafe area obstructs arrivals/ those leaving and compromises social distancing	All users	1	3	3	<p>Obtain risk assessment from all external users of the building</p> <p>Communication with all users reminding them of their responsibilities</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Provide signage to remind people to adhere to 2m safe distancing guidelines (from https://www.methodist.org.uk/about-us/coronavirus/posters-for-reopening-churches/)</p> <p>Do not serve refreshments</p> <p>Ask users to socialise in sanctuary (larger space)</p> <p>Clear communication with all users reminding them of COVID arrangements</p> <p>Physical walkthrough will be conducted by COVID team prior to reopening to identify potential issues and then mitigate risks</p> <p>Consider use of floor tape to mark out entrance and exit routes and ask people not to encroach upon those areas</p> <p>Train stewards to oversee and point out issues</p> <p>Monitor through COVID team reviews</p>