



## The Covid-19 risk assessment for Marlborough Road Methodist Church was drawn up using the following advice from the Methodist Church

1. Covid-19 Risk Assessment v6\* \*\*
2. 'Re-opening of Buildings Checklist'
3. 'Re-opening of our Church Buildings' (11-06-20)
4. 'Re-opening of our Church Buildings for Worship' (30-06-20)
5. 'Cleaning Churches during Covid-19' (30-06-20)
6. PHE 'Covid-19 Cleaning in Non-healthcare Settings' (15-05-20)
7. HSE 'Cleaning your workplace to reduce the risk from coronavirus (Covid-19)'
8. Government advice <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

The advisory documents 1-7 are all accessible online.

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*\*\*An additional column was added to the Methodist Church template to show the assessed risk after the proposed measures are in place **H=High risk of viral transmission M=Medium risk L=Low risk. However, it is more sensible to refer to the likelihood being reduced as nothing we do impacts on the severity of getting infected.***

### Prior to the building being reopened the building was inspected and checked using the document 'Re-opening of Buildings Checklist'

The risk assessment and action plan are intended as working or 'live' documents which will be reviewed regularly and amended and updated as necessary. Further sections will be added for other services (e.g. funerals) as necessary

#### Likelihood

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

#### Severity

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

#### Risk Rating

- 1-2 = low priority
- 3-4 = medium priority
- 5-6 = high priority

**Marlborough Road Methodist Church Re-opening Risk Assessment - SOCIAL DISTANCING**

<b>Hazards/ Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i>  <u>Section numbers refer to Action Plan in a separate document</u>	<b>See Separate Document for Action Plan.</b>	<b>Likelihood with measures in place</b>
<b>Keeping to safe social distancing (2m apart or 1m + mitigating measures) to reduce infection by contact or aerosols</b>	<b>All people in the building</b>	<b>3</b>	<b>2/3</b>	<b>6</b>	<b><i>During the week</i></b> Permit only essential trips to the church e.g. maintenance and cleaning or agreed building work or postal recovery  <b><i>When church building is open for worship</i></b> Prevent access to kitchen, hall, and choir vestry totally – Section 9  Control access to Wood Room and Vestry Section 9  Introduce all measures necessary to enforce social distancing throughout the vestibule and worship area Sections 5, 6, 7, 8  Provide signage for one-way system & social distancing Section 13  Introduce seating and access arrangements Sections 5, 6  Separate entrance and exit points (see diagram) Sections 5  Arrange seating to keep people 2m apart (diagram) Section 6	<b>See Separate Document for Action Plan.</b>	<b>1</b>

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				<p>Use floor tape to help people keep 2m apart Sections 5, 6, 7, 8</p> <p>Assign stewards or volunteers to key areas to assist distancing and flow Section 4</p> <p>Leave doors open where possible (taking fire &amp; security issues into consideration) to improve flow of people through the building as well as to reduce touching of door furniture in all locations. Section 5</p> <p>Prevent use of cloakroom area Section 13</p> <p>Coats and bags and all other items to remain with visitors Section 9, 15</p> <p>No sharing of any paper items brought in, all of which must be taken away afterwards, but prefer them not to be brought in. Section 9</p> <p>Put in place restrictions to limit the number of people in the service, allowing enough space for everyone to follow safe social distancing guidelines. Section 15, 10</p> <p>Consider flexible seating to accommodate family groups / households who can sit closer, and provide adequate amount of single seating. No – people must stick to the plan. (05/08/2020)</p> <p>Consider having more than one service. Not yet (05/08/2020)</p> <p>Control movement of people on entering and leaving, maintaining social distancing. Section 5.</p> <p><u>If in the building alone, MRMC Lone Worker Policy must be observed</u></p>		
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**Marlborough Road Methodist Church Re-opening Risk Assessment - CLEANING**

<b>Hazards/ Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>		<b>Likelihood with measures in place</b>
<b>Reopening of Church building during a long period of closure – contamination, Listeria, gas, electricity, heating</b>	<b>All Church Users</b>	<b>2</b>	<b>2</b>	<b>6</b>	Church has been inspected weekly since 23-03-20 with checks on water, electricity heating etc carried out in accordance with Methodist Church guidance (Re-Opening of Building Check list)		<b>1</b>
<b>Contamination of surfaces which are touched regularly</b>	<b>All Church Users</b>	<b>3</b>	<b>3</b>	<b>6</b>	Leave doors open where possible in common areas of the building (taking fire and security issues into consideration) to reduce touching of door handles and door plates through corridor. Sections 5 & 6  No use of coat pegs – coats and bags to remain with visitors. Section 9  Organise how the cleaning will be done <ul style="list-style-type: none"> <li>- Surfaces -any tables, handrails, etc</li> <li>- Doors</li> <li>- Switches</li> <li>- Microphones</li> </ul>		<b>1</b>

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V3.4 – 19/08/2020 See Change History

<p><b>Risk of Contamination by Covid-19 positive person</b></p>	<p><b>All Church Users</b></p>	<p><b>2</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<ul style="list-style-type: none"> <li>- Chairs in worship area</li> <li>- Keyboards</li> <li>- Toilets &amp; basins</li> <li>- Bins</li> </ul> <p>Section 12</p> <p>Provide hand sanitiser for areas where hands cannot be washed after touching a surface with wall mounting for ease of use if found necessary. Section 9.</p> <p>Ensure the correct cleaning materials and instructions are in place. Section 12</p> <p>Ensure cleaning materials are correctly stored</p> <p>Receiving post and deliveries. Section 10.</p> <p>Remind people not to enter the building if they have any symptoms of Covid-19. Section 15</p> <p>Keep track and trace information in accordance with current guidelines. Section 3, 10.</p> <p>Comply with the Government guidance on cleaning a public space if a Covid-19 positive person has been present.</p>		<p><b>1</b></p>
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**Marlborough Road Methodist Church Re-opening Risk Assessment – GOOD HYGIENE**

<b>Hazards/ Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>		<b>Likelihood with measures</b>
<b>Risk of infection from contaminated hands</b>	<b>All Church Users</b>	<b>3</b>	<b>2/3</b>	<b>6</b>	Ensure toilets have hand washing facilities providing running water, soap dispensers, paper towels and bins. Bins should be lined with a plastic liner & emptied regularly. Section 9.  Signage in toilets asking people to wipe down the toilets after use with the antiseptic wipes which are provided.  Signage in foyer and toilets reminding people to wash hands regularly for 20 seconds. Section 13  Signage in toilets asking people to turn off taps with a clean paper towel which is then binned Section 13  Provide hand sanitiser at entrances and exits of building and consider wall mounting for convenience. Section 9.  <b>See also Social distancing &amp; cleaning measures</b>		<b>1</b>
<b>Risk from handling money at collections</b>	<b>Stewards</b>	<b>3</b>	<b>2/3</b>	<b>6</b>	Encourage giving to be done online. . Section 15. Monetary offerings to be placed in one receptacle which is quarantined in the safe for a minimum of 72 hours, then counted. Section 9		<b>1</b>
<b>Aerosols and droplets from breathing,</b>	<b>All Church Users</b>	<b>3</b>	<b>3</b>	<b>6</b>	Open windows to ensure flow of fresh air before worship area is to be used and leave open during and after use, with due regards for safety and security of the building.		<b>1</b>

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<p><b>coughing, and sneezing</b></p> <p><b>Aerosols and droplets from breathing, coughing, sneezing, speaking and singing</b></p>	<p><b>Preachers Worship Leaders</b></p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<p>Provide tissues or tear-off rolls in multiple places and bins for disposal. Section 14.</p> <p>Preachers to use microphones so normal speaking voices can be used reducing aerosols. Section 6</p> <p>Any readers to use separate microphones, socially distanced Microphone equipment to be quarantined for 72 hours before and after use in plastic boxes with lids. Wipe surfaces where possible. Section 6</p>		<p><b>1</b></p>
	<p><b>All + Musicians</b></p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<p>No singing allowed except by a soloist who is suitably distanced and using a separate microphone. Section 9 No wind instruments to be played as they pose a risk from aerosols. Piano, organ, guitars, and strings are ok. Musicians to maintain safe social distancing. Section 9.</p>		<p><b>1</b></p>

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**Marlborough Road Methodist Church Re-opening Risk Assessment –COMMUNICATION, INFORMATION AND GUIDANCE**

<b>Hazards/ Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Likelihood with measures</b>
<b>Information for persons using the building during the week</b>	<b>Persons carrying out maintenance, cleaning, collecting post, and any necessary tasks</b>	2	2	6	Do not encourage people to access the building during the week. Section 10  Inform key holders that visits should be kept to a minimum and be for essential reasons only. Also that there is guidance in the foyer about safe access and cleaning. Section 10	1
<b>Information for persons using the building for worship</b>	<b>All church users</b>	2	2/3	6	Communicate clearly how and when the church will be open. Section 15.  Communicate clearly ways in which the building has been adapted for safe use including social distancing measures and arrangements for cleaning and minimising contamination. Section 15.  Remind people of the measures in place when they arrive. Section 15	1
<b>Reducing the risk for vulnerable groups</b>	<b>Persons over 70 or with underlying health conditions</b>	3	3	6	Advise people in these groups that attending the building for worship, participating in stewarding, or cleaning, poses an increased risk. Section 15.	1

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<b>Updating information and guidance</b>	<b>All church users</b>	<b>2</b>	<b>2/3</b>	<b>6</b>	Communicate regularly and clearly any updates on procedures and arrangements in place. Section 15.		<b>1</b>
<b>Contact tracing in the event of someone developing Covid symptoms</b>	<b>All church users</b>	<b>3</b>	<b>3</b>	<b>6</b>	Signing in registers for church officials and worship event attendees. Section 10  Agree who will act as the contact person for the church and who will inform the 'Test and Trace' service. Section 3.		<b>1</b>

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<b>Risk from cleaning</b>				<p>Wear a face shield Sanitise face shield after service</p> <p>Maintain social distancing while distributing the sacrament.</p> <p>All items to be disposed of safely or thoroughly washed using hot (60C) soapy water, thoroughly rinsed in hot water and dried by someone wearing disposable gloves, a disposable apron and a mask. These PPE items and all cleaning materials to be disposed of by being bagged up and left for 72 hours before putting in general waste</p>		

Change History			
Date	Version	Changes	Author(s)
	1.0	Initial version	Andrew Johnstone, typed by Helen Paustian
06/08/20	3.0	Mapped onto Action Plan V3 following Re-opening Group meeting 05/08/2020. Note communion excluded.	James Rowley
10/08/20	3.1	Amendments arising from Mike Scorer review after James Rowley's cross-referencing exercise. Also emptied the Action Plan column.	James Rowley
11/08/20	3.2	Minor changes to reflect comments from Safeguarding Officer, Judith Head.	James Rowley
18/08/20	3.3	As agreed at Church Council	James Rowley
19/08/20	3.4	Add line about wiping toilets with antiseptic wipes before putting on website	James Rowley

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