



Covid19 – Risk Assessment
Christ Church – Great Eaves Road,
Ramsbottom. BL0 0PX



What is the risk or hazard?	Who might be harmed?	Controls required	Additional Controls or Actions	Date Action taken:
Spread of Covid-19 Coronavirus	Church members Visitors to the premises Cleaners Contractors Vulnerable groups – Elderly, Those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to Church or Community Group's business.	<p><u>Hygiene:</u></p> <p><u>Hand Washing:</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels or air dryers.</p> <p>Hand sanitisers at entry and exit points along with signage in any area where washing facilities not readily available</p>	<p>Provision of anti-bacterial hand washing soaps in kitchen, Sluice and all bathrooms.</p> <p>20 second hand washing signage by all sinks.</p> <p>Hand drying towels/roll already in kitchen and bathrooms.</p> <p>Air hand dryers in place in all bathrooms.</p> <p>Hand sanitizer dispensers to be placed at the kitchen and front door entrances and in the foyer. Signage requiring it's use at each point. Door Stewards to encourage compliance.</p>	<p>June 2020 SB</p> <p>June 2020 SB</p> <p>June 2020 SB</p> <p>June 2020 SB</p>

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		<p><u>Water Safety and Security Checks:</u></p> <p>During lockdown all sources of water entering the building should be monitored.</p> <p>Water for consumption or washing should be purged every week for at least a minute to reduce the risk of water-borne bacteria.</p> <p>Dishwasher must be flushed at least monthly.</p> <p>All catering equipment, including water heaters, dish washer and coffee makers must be taken out of use, to discourage social gathering.</p>	<p>A register must be maintained of when checks are carried out and by whom. Additionally for maintenance reasons, toilets should be flushed and included in the register.</p> <p>Perimeter building security checks done weekly and included in the register.</p> <p>Water heater and coffee machine should be drained and not used again until thoroughly cleaned, purged and filters replaced.</p> <p>The cooker, water boiler, dishwasher and coffee machine will stay out of use and should not be used again until fully sanitized/new filters etc. and Social Distancing ended.</p>	<p>April 2020 SB/BR Ongoing</p>
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		<p><u>Building Use:</u></p> <p>Warning/advise signs at entrances to outline symptoms and guidance.</p> <p>All physical contact MUST be discouraged. – no handshakes, hugs etc.</p> <p>Social Distancing MUST be adhered to at all times with the minimum mandated distance of 2 metres or 1+ metre [subject to risk mitigation – see appendix ‘A’] between all persons who do not share the same household. [This is subject to reversal to 2 metres or more if R exceeds 1]</p>	<p>Anyone showing Covid19 symptoms MUST NOT enter the building.</p> <p>Signs to be placed on entrance doors.</p> <p>No physical contact. Avoid face to face talking unless 2 metres or more apart. [Subject to Appendix ‘A’ - 1 metre+ may be applied.]</p> <p>Social distancing MUST be observed, all people entering should be reminded of this requirement, by Door Stewards and Minister/Pastor.</p> <p>Signage re Social Distancing in all public areas.</p>	<p>June 2020 SB</p> <p>July 2020 SB</p>
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		<p>Rule of six. From 14th September 2020 groups of a maximum of six will be allowed to meet indoors or outdoors. These need not be from the same household. Groups of six must be separated by at least 2 metres and must not mix, and in all other aspects MUST adhere to social distancing between groups.</p> <p>Social interaction that causes people to mix, should be minimised.</p> <p>Face masks MUST be worn at all times whilst on the premises.</p> <p>To avoid congregating at choke points, use dedicated doors for entry and exit from communal areas where possible, using a one way system.</p> <p>Congregational singing, shouting or the use of blown instruments is prohibited.</p>	<p>In practical terms this will not affect the use of the building for Worship, except for allowing more people to attend services broken into groups of up to six.</p> <p>These groups once formed must not have social interaction or physically interact or interchange with members of other groups.</p> <p>Entry from the foyer through the overflow to enter the main hall and exit via the main hall side entrance. Arrows indicating direction of travel will be provided.</p> <p>Until prohibition lifted, face to face conversations should also be avoided. If that is not possible the two metre gap must be</p>	<p>14th Sept 2020</p> <p>July 2020 SB</p>
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		<p>A small number of singers, no more than 5, may take part in worship, though they must comply with social distance and should wear visors. Singing along must be prevented and words not projected.</p> <p>Doors to and from Communal areas should remain open at all times the building is in use, to minimise physical contact with door furniture. [Subject to fire risks]</p> <p><u>Sudden Illness:</u></p> <p>If any person, whilst in the building, exhibit signs of the Virus they MUST be isolated to the disabled toilets and remain there until medical help arrives, or their removal from the building.</p>	<p>maintained or face masks worn and allow 1 metre+. [see Appendix 'A']</p> <p>Ensure adequate stock of door wedges.</p> <p>In these circumstances, this room should be quarantined and the Health and Safety Officer [H&S Officer] informed.</p> <p>Once informed, the H & S Officer will arrange for the room to be deep-cleaned.</p>	
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		<p>Should any person test positive following attendance at our premises, they must inform the safety officer [Steve Bailey – on 07779676602] and also the Government Test and Trace, and follow the guidance given by them.</p> <p><u>Identified Choke Points:</u></p> <ul style="list-style-type: none"> • Toilet/Kitchen corridor • Vestibule 	<p>The Safety Officer, on receipt of this information, will arrange for the premises to be deep cleaned and not allow the premises to be used for 72hours.</p> <p>The Safety Officer will provide HM Test and Trace with the identity of other persons present at the session the person tested positive attended.</p> <p>Where this is an outside body renting the premises, they must provide HM Test and Trace with this information, and inform the Church Safety officer</p> <p>See section on Toilets</p> <p>Door stewards to ensure people move through the vestibule and both internal foyer doors</p>	<p>June 2020</p> <p>SB</p>
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		<ul style="list-style-type: none"> • Side entrance to main hall. <p><u>Use of Shared Items:</u></p> <p>Shared items such as Church hymn books, service books and Bibles should not be used.</p> <p><u>PPE:</u></p> <p>All persons using the premises <u>MUST</u> wear a face mask or visor whilst in the building, to protect other users.</p> <p><u>EXCEPTIONS:</u></p> <p>The Government has produced a list of</p>	<p>secured open.</p> <p>This corridor will be used only one way – no entry so signage on door and direction arrows will be placed.</p> <p>Church Hymn books service books and Bibles should be withdrawn from use until further notice. Users should be encouraged to bring their own.</p> <p>The wearing of masks/visors will be mandatory in places of worship from <u>Saturday 8 August,</u> regardless of the distancing.</p> <p>On 7 August the Government published new</p>	
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		<p>those who are not required to wear a face covering unless they wish to:</p> <ul style="list-style-type: none"> • young children under the age of 11 (Public Health England do not recommended face • coverings for children under the age of 3 for health and safety reasons); • not being able to put on, wear or remove a face covering because of a physical or mental • illness or impairment, or disability; • if putting on, wearing or removing a face covering will cause you severe distress; • if you are travelling with or providing assistance to someone who relies on lip reading to communicate; • to avoid harm or injury, or the risk of harm or injury, to yourself or others; • to avoid injury, or to escape a risk of harm, and you do not have a face 	<p>guidance on the use of face coverings, confirming the places where face coverings are required in England, and those circumstances where people are permitted to remove a face covering. This includes, but is not limited to, those delivering a sermon or prayer in a place of worship, persons getting married in a relevant place, those who are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate.</p> <p>Young children and those with respiratory conditions are excluded from this as in all cases where face coverings are otherwise expected. [see exceptions]</p> <p>Users should be encouraged to use their own mask, but a supply must be available at both front doors and kitchen doors.</p> <p>For disposal of used PPE, see section 4 of Appendix 'B'.</p>	<p>July 2020 SB</p>
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		<p>covering with you;</p> <ul style="list-style-type: none"> • to eat or drink if reasonably necessary; • in order to take medication; • if a police officer or other official requests you remove your face covering 		
		<p><u>NHS Test and Trace</u></p> <p>In order to support this scheme a list must be taken of all attendees for up to 21 days, should it be needed by the NHS.</p>	<p>A person must be nominated each time the building is used to record who has attended. An Attendance list, available in the foyer should be used for this and signed by the person completing it. These records must be given to the H&S Officer. These can be securely left in the office and MUST be dated. The H&S officer will destroy this record after 21 days.</p> <p>A record of when it is destroyed and by whom must be maintained.</p>	

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			<p>Outside groups using the building during this time [i.e. Slimming World, Recorded Music Society etc.] MUST maintain their own records and be able to prove that they were destroyed after 21 days.</p>	
		<p><u>Toilets/Bathrooms:</u></p> <p>Only one person at any one time in any of the bathrooms, unless they share the same household or bubble.</p>	<p>Due to the restrictive nature of the bathroom/kitchen corridor, only one person should be allowed in this area, unless from the same household.</p> <p>The male and female toilets will be taken out of use and only the disabled toilet used.</p> <p>If the disabled toilet is quarantined due to illness, the other bathrooms may then be used.</p> <p>Sign to be placed at the corridor entrance to indicate occupied or vacant.</p>	<p>July 2020</p>

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				SB
		<p><u>Cleaning: - [see Appendix 'B']</u></p> <p>Before and after every use of the building, all objects and surfaces that are touched regularly particularly in areas of high use, items such as:</p> <ul style="list-style-type: none"> • door handles, • light switches, • tables • chairs • taps • toilet, seats and handles • sound equipment <p>reception area etc.</p> <p>MUST be sanitised and disinfected using anti-bacterial cleaning products.</p> <p><u>Removal of Waste:</u></p>	<p>It will have to be decided who does the sanitising which will be required before <u>AND</u> after EVERY use of the building</p> <p>Supply of antibacterial surface cleaner, vinyl gloves, disposable aprons and visors -available in the office.</p>	<p>To be each time building used.</p> <p>July 2020 SB</p>

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		<p>Each time the building is used, all waste must be bagged up in a waste bag and placed in the bin store for disposal. This includes disposable materials used in sanitising surfaces before and after use.</p>	<p>This also applies to outside groups who should dispose of their own waste/sanitising materials after sanitising.</p> <p>The pedal bin in the foyer should be used for this to prevent cross contamination.</p>	
		<p><u>Chairs:</u></p> <p>The Coronavirus can live on hard surfaces for up to 72 hours, longer on fabric surfaces. The use of fabric chairs should be avoided. Wipe-down vinyl chairs may be used.</p>	<p>Our fabric chairs should not be used until further notice. These will be put out of use along with any soft covered seating and toys. The Lounge will be used for this and must remain locked.</p> <p>The 40 Vinyl chairs only must be used and must be wiped down before and after each use.</p>	<p>July 2020 SB/JL</p>

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		<p><u>Ceremonies:</u></p> <p>The use of the building for religious ceremonies such as funerals etc. allows a few minor exceptions to the current rules: The number of persons attending should not exceed 30 or the building capacity bearing in mind social distancing, whichever is the smaller number.</p> <p>Facilities may be made for mourners who are shielding or clinically vulnerable and not symptomatic, or those required to isolate by NHS Test and Trace, to attend.</p> <p>Singing or the playing of wind instruments is still not permissible.</p> <p>No person who is symptomatic or their household should attend.</p> <p><u>Outside clubs and organisations:</u></p> <p>All outside groups using the building MUST</p>	<p>Copy of the current risk assessment and</p>	
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		<p>comply with our Risk Assessment.</p> <p>These groups will be responsible for disinfecting and sanitising any surface they use and must use their own cleaning/sanitising products.</p> <p>They will also be responsible for recording, administering and subsequently destroying records of those who attend each session.</p> <p>Only groups who may legally use the building, according to HM Government Covid19 guidelines, may use the building.</p>	<p>renters guide, to be sent to all renters and non-Church users.</p> <p>Records of attendees at each session should be retained by each group for 21 days and if not requested by Check and Trace, destroyed.</p>	
		<p><u>Car Share:</u></p> <p>Car sharing of people from different households can only be done for essential</p>	<p>Car sharing to Church should be suspended.</p>	

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		<p>journeys.</p>		
		<p><u>Clinically Extremely Vulnerable. [Shielding]</u></p> <p><u>From 1st August 2020</u>, Shielding has been temporarily suspended Nationally, and like the general population, subject to Social Distancing, the ‘Shielded’ can go out to places, including places of Worship.</p> <p>However, those Shielding are advised to avoid social gatherings, crowded places or close personal contact.</p> <p>A single shielding adult, like the general population can form a support bubble with one other household.</p>	<p>As a large portion of the Church’s members are likely to be those who were Shielding, they should be advised to avoid social gatherings, crowded places or close personal contact.</p>	

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This risk assessment with be reviewed by the H & S Officer every two weeks [or following substantial changes to Government advice] and changes circulated.				

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Appendix 'A' - Risk Mitigation.

Other mitigations to support social distancing could include:

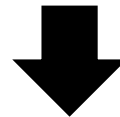
- Those leading the worship reminding congregants of the importance of social distancing and hygiene.
- Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points.
- Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion.
- Staggering arrival and departure times will reduce the flow at exits and entrances as well as reduce any impacts on public transport. Venues could also consider introducing a booking system to help facilitate this. You may want to consider how prioritisation could be given to people who may have a specific need or requirement.
- Barriers or alternative rooms and spaces to separate worshippers.
- Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who



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- need them, such as worshippers with physical disabilities.
- Introducing a booking system to help with managing numbers, particularly for services where demand will be high.
 - Venue managers advertising set days or times when places of worship are open solely for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable.
 - Leading worship in different spaces of the place of worship to limit the number of people in any one location - while avoiding risk of crowding at entry/exit points.
 - Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission. Consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate.
 - Following the guidance on hand hygiene:
 - Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas.
 - When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.



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Appendix 'B' – Pre and Post Event Covid19 Cleaning Guidelines.

In order to comply with HM Government Guidelines in re-opening places of worship, we are required to sanitise all areas and objects which may have been used during that use of the premises, both before and after its use.

This guide sets out what should be cleaned and by what means it should be carried out.

These guidelines only apply to pre and post use of the building, and not to regular cleaning routines by our cleaners.

1. All items which have, or may have been touched must be sanitised using appropriate sanitising/anti-bacterial sprays provided, using disposable paper towels. [care must be taken to protect eyes from cleaning agents.]
2. It is suggested that those cleaning should wear the disposable gloves, aprons and masks provided.
3. Particular attention should be paid to cleaning:
 - Door handles and doors
 - Light switches [care should be taken in cleaning these, so spray the cleaning cloth not the



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switch/socket]

- Chairs used
 - Tables used
 - Any other furniture used
 - Sound equipment
 - Computer keyboard
 - Alarm panel
 - Taps, toilet, flush handle, toilets seats, baby changing table, nappy disposal system. [disposable eye shields are available if required]
4. See **Appendix C - Checklist for Before and After each use of our Church Building**
5. All used disposable cleaning materials, masks, gloves, aprons, must be disposed of in the pedal bin provided in the foyer. At the end of the event, the bin-bag must be sealed and placed in the general waste bin.



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Appendix C

Checklist for Before and After each use of our Church Building

Based on the COVID-19 Risk Assessment for Christ Church Ramsbottom.

Last updated 27-07-2020

In order to comply with HM Government Guidelines in reopening places of worship, we are required to sanitise all areas and objects which may be used during that use of the premises, both before and after use. This means that all items that have or may have been touched must be sanitised using appropriate sanitising/anti-bacterial cleaning material provided, using disposable paper towels (taking care to protect eyes from cleaning agents).

All cleaning and sanitising material is stored in the church office, behind the door. There are additional rolls of paper towel in the storeroom where the sound system is.

Once used, place all disposable cleaning materials, masks, gloves, aprons, etc. in the pedal bin provided in the foyer.

It is suggested that those cleaning should wear the disposable gloves, aprons and masks provided.

The checklist below indicates what should be done before and after each use of the building, including what specifically should be cleaned and by what means it should be carried out. This checklist should be completed, with ticks in boxes when done and retained by one of the cleaning team.

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Time and date of event:	Before	After
Sanitise your hands as soon upon entering the building (there is sanitiser in the kitchen).		N/A
Place the hand sanitiser and towels in a prominent place near the main entrance doors and return to office afterwards.		
Place the laminated 'Important Notice' in a prominent place near the hand sanitiser and return to office afterwards.		
Lock the kitchen door to avoid it being used.		N/A
Open as many doors as practical, including the exit into the car park, to avoid the need to touch them and to increase ventilation, closing them again afterwards. But close doors if it's too cold or noise is a problem.		
Arrange chairs into household groups/bubbles if you know who is attending (sanitising the chairs afterwards).		N/A
Sanitise door handles and doors in areas of building used.		
Sanitise light switches used (take care to spray on cloth and not the switch or socket).		

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Sanitise the chairs that are in the room.		
Sanitise tables used.		
Carefully wipe the sound system panel, switches and microphones.		
Sanitise any other furniture or equipment used (e.g. piano).		
Carefully wipe the computer keyboard and mouse (if used).		
Sanitise the alarm panel, including upon entering and exiting the building.		
Sanitise the disabled toilet, including door handles, taps, toilet flush handle and toilet seat.		
Sanitise the baby changing table and nappy disposal system (if used).		
Make a record of all those attending the event, including two forms of contact details, which will be used for NHS test and trace if necessary. This information must be completed, with time and date of the event, and name and signature by the person leading the event and left in the office for the H&S Officer. It's better to use pre-prepared sheets but there are blank sheets in the office.		
Inform all those arriving of the precautions in place (see the 'Important Notice' sheet) and that they must:		N/A

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<ul style="list-style-type: none"> • Leave immediately if they or a member of their household/bubble are showing any symptoms of COVID-19 or they have been instructed to self-isolate. • Sanitise hands immediately; • Wear a face mask unless there is good reason not to; • Keep a distance of 2m between households/bubbles; • Do not 'socialise' while inside and when outside only in distanced groups of up to 6; • Do not speak loudly (e.g. to someone on the other side of the room); • Only use the disabled toilet; • Keep to the one-way system. 		
<p>Ask people to sit in groups of chairs according to the size of the group attending, i.e. people by themselves should sit in single chairs, couples in pairs of chairs, etc.</p>		N/A
<p>When cleaning after the event has been completed, seal the bag in the pedal-bin the foyer (used for waste cleaning material) and place it in the general waste bin outside.</p>	N/A	