

New Milton Evangelical Free Church - RISK ASSESSMENT



Date of assessment: 12TH DECEMBER 2020 Assessor: JOHN HARMAN *J. Harman*

Date verified by Trustees: 14/12/20 for Trustees: S.C. Woodcraft *SIMEON WOODCRAFT.*

Address of Premises: 24-26 Whitefield Road, New Milton, BH25 6DF, Hampshire

Type of Risk Assessment: Review of regular risks plus assessment of risks on return to services & meetings taking account of Covid-19. This revision has been updated and revised as a result of experience with Phase 1, Phase 2 and a return to 2 services on a Sunday.

Note:- All Covid-19 requirements are checked against changes to guidelines (nationally or locally).

Phase 1 – downstairs services and meetings. Phase 2 – upstairs meetings. This issue minor updates to all entries plus additions for two Sundays services.

Pages 1-2: Building Risks (Statutory Checks, Security, Fire Safety, Equipment, People)

Pages 3-4: People Risks (Church Visitors and Church Services).

Pages 5-6: People Risks (Children & Young people's meetings in the hall).

Page 7: People Risks (Adult meetings in the church or hall).

BUILDING RISKS	What doing	What further action	Who to carry out the action	By when	Done
What are the hazard areas / items					
Statutory Checks					
Electrical wiring condition report	Testing completed				
PAT Testing	Completed 11/20				
Gas safety / boiler servicing	Upstairs boiler tested 06/20. Downstairs boiler tested 11/20				
Lift servicing	Serviced 10/20.				
Fire Safety					
Fire Risk Assessment	Survey done & procedures reviewed.	Training on use of evacuation chairs	John H.	As req'd	
Fire Alarm & Emergency Lighting six Monthly check & service.	Serviced 10/20				
Fire Fighting equipment annual service.	Yearly service next due 04/21				
Fire Alarm Call Points Tested	Weekly check				
Internal Fire Doors checked for closing	Weekly check				
Fire escapes, doors & locks checked	Weekly check				
Fire Extg. in place w/- notices	Monthly check				
Emergency Lighting Tested	Monthly check				

BUILDING RISKS (CONTINUED)	What doing	What further action	Who to carry out the action	By when	Done
What are the hazard areas / items					
Security					
Burglar Alarm Service	Last service 09/2020				
Equipment					
First aid kit in place & stocked	Contents checked 08/20				
Freezer start	Cleaned & switched off	Not yet required			
Ventilation					
Fans	Should not be used				
Windows & Doors	Should be open as far as possible and practical for ventilation. However, draughts & any strong flow of air to be avoided.	Opening & closing as necessary.			
People					
First-aiders	List in kitchen all 6 current				
Food Hygiene qualified	3 certificates in kitchen	Needed for Annette S.			
Fire Wardens	Procedures revised, agreed & distributed to group leaders.	Train leaders as requested	John H.	As req'd.	

PEOPLE RISKS CHURCH VISITORS & SERVICE ATTENDERS What are the hazard areas / items	What is the risk and/or who might be affected	Actions	Still req'd & by who	By when	Done
Those entering the Church building other than for meetings/services. Elders/Trustees, Employees, Deacons & Other Volunteers with keys. Visiting workmen & Service Engineers.	Risk of transmission of the Covid-19 virus. Each person entering the building is liable to bring in and pass on the Covid-19 virus by touching door handles and other surfaces. Increased risk if public transport used or failure to follow the social distancing and other guidelines.	Signage to ensure all aware of the need to:- a) To record visit for track & trace purposes and if anyone develops symptoms need to inform b) To use hand sanitiser on entry, c) wash hands appropriately, System in place to record all who enter the building, destroying after maximum of 28 days.			
Those entering the Church building for services.	Risk of transmission of the Covid-19 virus	As above plus (see below):			
	Neighbours who have access to alley and car-park	Advised that meetings started			
	Not wearing face coverings, not maintaining social distancing, socialising or not following the direction of the stewards. No mingling outside of household or family bubbles.	Stewarding to control entry to church from side alley or car-park:- a) No entry to building for congregation until 10 minutes before service, b) To check hand sanitiser is used, c) To check face covering worn, d) To remind of need to maintain social distancing, no mingling!! e) To control entry and exit.			
Seating	People socialising and not keeping the required distancing, therefore risking transmission of virus. Morning & evening services the same day – risk of virus transmission.	Majority of spare seats removed, seats set up for those booked with 2m spacing. When 2 services, red chairs used in the morning & blue in the evening. Bibles to be changed as with chairs.			
Toilet	Limit to downstairs, encourage use of sanitiser/hand washing. Clean after meeting or before next meeting	Advise those booking of limited availability. To control access on the day with no queuing.			

PEOPLE RISKS (PHASE 1) CHURCH VISITORS & SERVICE ATTENDERS What are the hazard areas / items	What is the risk and/or who might be affected	Actions	Still req'd & by who	By when	Done
Leading	Person leading as well as all others needs to be protected.	3m gap to front seats, readings from a separate microphone, Recorded music only to be played.			
Record of attendance (track & trace)	Those who develop symptoms and those they may have been in contact with those who develop symptoms whilst meeting at NMEFC.	Places to be limited and booked with contact details. Places confirmed ensuring awareness of track & trace requirements.			
Communion	Health & Safety issues (virus transmission issues) relating to preparation and distribution of bread & wine.	Safe preparation including hand washing/sanitiser use and the wearing of a face mask. Bread & wine distributed in advance of the service with individual portions of bread and disposable cups for the wine placed adjacent to seats.			
Sound Desk	Transmission of virus to sound desk operator.	Single sound operator. Hand washing/sanitiser use after handling microphones.			
Hospitality (food & drink)	Transmission of virus Not keeping social distances, Not wearing face masks.	Food and drink, during or after services currently suspended.			
Offering	Cash and cheques could carry virus.	To be left in box for at least 2 days. Single person counting, use hand sanitiser and wash hands afterwards.			
Cleaning (Covid 19)	Onward transmission of the virus	Cleaning Checklist with Marie-Claire F.			
Sanitiser, Face Masks	In place				
Pedal bins, Cleaning Materials	In place				
Cleaning		Toilet to be cleaned on the day, between services or before next use.			
Waste disposal		Dispose of as normal unless: Suspected case double bag and store until confirmed +ve or -ve. Confirmed case, double bag and store for 72 hours before disposal.			

PEOPLE RISKS (PHASE 2) CHILDREN & YOUNG PEOPLE MEETING IN THE HALL What are the hazard areas / items	What is the risk and/or who might be affected	Actions	Still req'd & by who	By when	Done
Those entering the Church building for meetings others than services.	Risk of transmission of the Covid-19 virus	As for services with the following clarifications or amendments			
Use of building	Risk of transmission of the Covid-19 virus due to scheduling with insufficient cleaning between.	All one-off and regular meetings to be booked on Google calendar via Clive S. or John H. Includes cancellations.			
Transport / lifts	Risk of transmission of the Covid-19 virus during transportation.	Transport to be by responsible person within household or bubble. No lifts to others by church members. Anyone providing transport to or from meetings are not to enter the building.			
Entrance / Meet & Greet	Risk of transmission of the Covid-19 virus by those bringing others.	Those attending meetings are to be met at the door by a leader and asked to use the hand sanitiser.			
Internal Doors (including Fire Doors)	Risk of transmission of the Covid-19 virus by repeated touching of doors, handles etc.	Internal doors to be propped open to give clear route upstairs until all attending present.			
Track & Trace	Record required in case of subsequent suspected or confirmed cases.	Meeting leaders to maintain a record of attendance, making a single line entry in the main church record.			
Toilets	Risk of transmission of the Covid-19 virus.	Children & young people are to advise a leader when going to the toilet. Only one person in the toilet at a time. Wash hands / use sanitiser afterwards.			
Food & drink	Risk of transmission of the Covid-19 virus.	No children or young people are to go into the kitchen. Leaders handling bottled water or juice, or sealed biscuits should first wash & sanitise hands. Items to be distributed with no queuing and consumed whilst seated.			

PEOPLE RISKS (PHASE 2) CHILDREN & YOUNG PEOPLE MEETING IN THE HALL What are the hazard areas / items	What is the risk and/or who might be affected	Actions	Still req'd & by who	By when	Done
Social Distancing	Risk of transmission of the Covid-19 virus.	It isn't practical to keep children socially distanced, but games with physical contact should be avoided. Adults should where possible maintain social distance from children and young people. Where close proximity is necessary, eg. 1 : 1 instruction, the leader should wear a face mask.			
Cleaning	Risk of transmission of the Covid-19 virus.	Tables, surfaces, door handles plus toilets & hand basins should be cleaned after meetings. Games equipment, craft supplies, books cannot generally be cleaned, so should not be handled for 2 to 3 days.			
Crafts, Activities, Equipment	Risk of transmission of the Covid-19 virus.	Where possible and as appropriate, items should be prepared in advance for each child or young person after hand washing / sanitiser use			
Phones	Risk of transmission of the Covid-19 virus.	Children should not bring phones or other items from home. Young people may bring phones but not other items.			
Communication to Parents	Risk of transmission of the Covid-19 virus if the parents are not aware and do not cooperate.	Written letter to each parent covering: <ul style="list-style-type: none"> • NMEFC approach to keeping safe, • Need to inform us if child/young person develops Covid-19 symptoms or has a case confirmed. • Transport, drop off / collection procedures and request for parents not to enter the building. 			

PEOPLE RISKS (PHASE 2) ADULT MEETINGS OTHER THAN SERVICES What are the hazard areas / items	What is the risk and/or who might be affected	Actions	Still req'd & by who	By when	Done
Those entering the Church building for meetings others than services.	Risk of transmission of the Covid-19 virus	As for services with the following clarifications or amendments			
Use of building	Risk of transmission of the Covid-19 virus due to scheduling with insufficient cleaning between.	All one-off and regular meetings to be booked on Google calendar via Clive S. or John H. Includes cancellations.			
Transport / lifts	Risk of transmission of the Covid-19 virus during transportation.	Adults are advised against sharing transport unless following the recommendations re seating, face masks and open windows.			
Entrance / Meet & Greet	Risk of transmission of the Covid-19 virus.	See general instructions (page 3) on entering the building.			
Internal Doors (including Fire Doors)	Risk of transmission of the Covid-19 virus by repeated touching of doors, handles etc.	Internal doors to be propped open until all attending present.			
Track & Trace	Record required in case of subsequent suspected or confirmed cases.	See general conditions (page 3) on entering the building.			
Toilets	Risk of transmission of the Covid-19 virus.	Only one person in the gents or ladies at a time. Wash hands / use sanitiser afterwards.			
Food & drink	Risk of transmission of the Covid-19 virus.	Avoid any food & drink requiring preparation or handing. If using bottled or sealed items first wash & sanitise hands. Avoid queuing.			
Social Distancing & Face Coverings	Risk of transmission of the Covid-19 virus.	Maintain 2m social distancing & wear face coverings. The group leader may remove face mask if adequately distant			
Cleaning	Risk of transmission of the Covid-19 virus.	Tables, surfaces, door handles plus toilets & hand basins should be cleaned after meetings. See also 'Cleaning' under Phase 1.			