

PRESTBURY UNITED REFORMED CHURCH		Covid-19 Risk Assessment	10 July 2020		
Issue	Action Plan	Notes	Responsible Person	Tasks Complete	
<b>Preparing the Building for Returning after Lockdown</b>					
1	<b>General Cleanliness of Building</b>	1. Open Doors and Windows to allow airflow 2. Restrict Access until aired 3. Clean inside of Building 4. COVID cleaning regime to be in place before opening			
2	<b>Potential Contamination of Water System</b>	1. Water system to be flushed through: a. Taps run for 20 mins then 5 min per week thereafter b. Toilets flushed twice a week c. Hot water at 60 Deg C to be run for 20 minutes			
3	<b>Fire Safety</b>	1. Check Fire Risk Assessment in place and up to date 2. Check all Fire extinguishers checked and functioning 3. Check all signage in place 4. Check all fire doors operational 5. Check all fire evacuation routes are clear			
4	<b>Electrical Systems</b>	1. Ensure all statutory compliance checks are up-to-date 2. Ensure all appliances are tested and safe			
5	<b>Outside of building</b>	1. Check gutters and downpipes 2. Check for overgrown shrubs on walkways 3. Check for loose fencing			
6	<b>Safeguarding</b>	1. Ensure safeguarding poster and statement of policy, including contact details of local co-ordinator are displayed. 2. Ensure Elders and Stewards adequately briefed on the policy and contacts			
<b>Using the Building - COVID COMPLIANCE</b>					
7	<b>Preparations</b>	1. Cleaning needs to be made easier: a. clear surfaces as much as possible b. remove cushions from wooden chairs c. Remove armchairs 2. Pedal bins for entrance and toilet 3. Initial supplies of Hand sanitizer/ wipes/gloves/masks/aprons/ papertowels 4. Signage and instructions			
8	<b>Social Distancing</b>	1. Ensure chairs socially distanced 2. Maximum of 20 people permitted 3. Display signage reminding of government guidelines 4. Elders/Stewards to re-inforce the message if necessary 5. Manage 'pinch-points' e.g entrance, where social distancing needs care 6. Door Steward to wear face mask 7. All attendees strongly encouraged to wear face coverings (available on request) 8. Door Stewards to ask people if they have symptoms and if so, respectfully decline admittance			
9	<b>Personal Hygiene</b>	1. Maintain hand sanitisers in main entrance/kitchen/toilet			

		2. Encourage use of hand sanitizers			
		3. Maintain paper towels and wipes in toilet and where necessary			
		4. Users to sanitise hands before entering toilet and on leaving			
		5. Put toilet seat down before flushing.			
10	<b>COVID Cleaning Regime</b>	1.. Maintain regular overall cleaning			
		2. Ensure proper cleaning materials available			
		3. Ensure cleaners briefed on safe method of cleaning			
		4. Provide gloves and aprons			
		5. Use warm soapy water/sanitizer on surfaces			
		6. Wear gloves when handling waste			
		7. After any event waste bagged and placed in wheelie			
		8.. Hands washed thoroughly after removing and disposing of PPE as waste			
		9. All high touch fixtures and fittings MUST be wiped down with bacterial wipes and sanitizers BEFORE and AFTER services and other activities. This includes door handles, table tops, light switches, chair seats and backs, toilet fixtures, microphones, offertory box, handrails			
11	<b>Church Services</b>	1. Supervisory responsibilities require at least 4 Elders/Stewards in attendance			
		2. Elders/Stewards personally to ensure substitute if unable to attend			
		3. Elders/Stewards to implement cleaning regime item 9 (see above)			
		4. Maintain Register of attendees			
		5. No singing or chanting			
		6. Offertory: preferably by monthly standing order to minimise handling of loose items for which gloves will be required.			
		7. Readers to bring own Bible			
		8. Any single-use service sheets to be taken home by attendees			
		9. Bins to be emptied at end of session in accordance with COVID cleaning regime items 6-7			
		10. Ventilate building during and between use			
12	<b>Communion</b>	1. Minister to wear gloves and mask and not speak over the uncovered elements			
		2. Servers to wear gloves and masks			
		3. Preparers to wear mask and gloves			
		4. Servers to hand out bread and wine cups			
13	<b>Someone starts to feel unwell or exhibits COVID-19 symptoms whilst on the premises</b>	1. Evacuate the building immediately of all but essential personnel			
		2. Anyone attending to them must wear mask, gloves and apron			
		3. Church must be closed for 72 hrs and then deep cleaned			
		4. Cleaning cloths and PPE to be doublebagged and placed in wheelie after 72 hrs			
		5. Hands washed after removing PPE			

		6 Anyone in contact with the person should shower and change clothes immediately 7. All those in church to be informed of subsequent test results as a courtesy			
14	Someone who has visited the building is found to have Covid-19	1. Close building for min 72 hrs 2. Before re-opening wash all surfaces and high-touch areas with warm soapy water or antiseptic wipes 3. Double bag cleaning waste and PPE and place in wheelie 4. Wash hands thoroughly after PPE has been removed 5. Inform all users who have been in the building while the person was attending or since .			
CHURCH GROUPS - Additional considerations					
15	Toddler Group	1. Monitor willingness of volunteer helpers. 2. Ensure social distancing 3. Remove any shared items eg Toys 4. Up-to-date risk assessment in place 5. Serve refreshments in compliant manner i.e no biscuit plate 6. Limit numbers 7. Waitress service	Decide if feasible at this time		
16	Senior Citizens Group	1. Monitor willingness of volunteer helpers. 2. Ensure social distancing 3. Remove shared items eg games, books 4. Up-to-date risk assessment in place 5. Serve refreshments in compliant manner i.e no biscuit plate 6. Limit numbers 7. Waitress service	Decide if feasible at this time		
17	Coffee Mornings	1. Monitor willingness of volunteer helpers. 2. Ensure social distancing 3. Remove shared items eg sale, books 4. Up-to-date risk assessment in place 5. Serve refreshments in compliant manner i.e no biscuit plate 6. Limit numbers 7. Waitress service	Decide if feasible at this time		
18	Lettings: Yoga	1. Up-to-date risk assessment in place 2. Limit numbers in class so to be socially distanced 3. Adequate ventilation 4. Must clean high impact areas and chairs before and after use 5. Must obey toilet hygiene regime 6. Must remove rubbish from premises and place in wheelie or take home	All Church Covid-19 precautions apply		