

COVID-19 Risk Assessment for EFGA Churches

Church: Salisbury Elim Church

Original Assessment carried out by: Victor Salt, Ian Dunphy and Andrew Price _____

Date assessment was carried out: 13th June 2020, updated on 24th July 2021 by Ian Dunphy

Date of next review: Before 5th September 2021 _____

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What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
COVID-19 Entering the church building	Staff and Visitors if Social distance of 1m + masks not adhered to & sanitizers not used.	Low	Hand sanitizer station at front door, hand soap in all toilets. Information signs in place to encourage 2m social distance. Controlling flow of traffic in, through and out of the building. A one way system is in place in the foyer/coffee area.	Social Distancing to be maintained at 2m while moving around and masks will continue to be encouraged while moving around. Once people have taken their seats, people can remove their masks if they wish. Seating will be 1.5m apart, which is above Elim's 1m recommendation.	Stewards	As people enter the building	
Stewards	Any user if they do not know the procedures to be followed & don't have the correct PPE.	Low	Ongoing communication with volunteers and staff. A supply of PPE is kept in the church building for use by any visitor who may forget an item.	Continue to communicate clearly to stewards about changes to the RA	Leadership team	Before changes take place on 25 th July 2021	

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Potential spread of COVID-19 by worship group	Staff and Visitors If Social Distancing is not adhered to on the platform & between platform & congregation. Possible spread of Covid 19 from vocalist to the congregation. If masks are not worn. If instruments & equipment are not cleaned correctly.	Low	Worship videos being used.	When live worship resumes, we will have an enhanced social distancing of 4m+ between the worship group and the congregation, as well as a minimum of 2m+ between the members of the worship team and the speaker. There will only be 1 vocalist and there will be a screen in front of the vocalist to protect the congregation. Equipment will be labelled and assigned per person; this person will have to clean it according to manufactures instructions after they use it as well as take it home.	Andrew Price Ian Dunphy Victor Salt Hamlet Peter	By start of use of Worship Team, date to be decided	

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Worship Participation by congregation	All those attending	Med	No participation by the congregation has been allowed	In line with government guidance, worship will now be permitted and but only with face masks as per Elim recommendations.	Communication from person leading the service	Before worship at every service	Ongoing
Potential spread of COVID-19 during prayer	Staff and Congregation If people are too close to one another & not wearing masks.	Low	All prayer is conducted whilst following social distancing rules. Any congregation participation is done whilst wearing a mask and in a non-exuberant fashion	Continue to encourage mask wearing when praying out and maintain of social distance of 1.5m+	Leaders from platform	Ongoing	

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Ministry time	Staff and congregation If Ministry time takes place people would be too close to one another without masks.	Low	No ministry personal time has been allowed up to this point, it has been led from the platform	Any personal ministry time to be done while wearing masks and any contact on clothing only	Any leaders doing personal ministry	Ongoing	
Communion being taken in person	Anyone partaking in communion.	Low	Communion is done using individually wrapped wafer & juice which is collected in foyer on the way in.	Continue with the same procedure	Stewards as people arrive	Before people take their seats	Ongoing

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Over capacity during a worship service	Any User of the building with over capacity. This will lead to inability to keep correct social distancing measures.	Medium	Pre-booking system was used. The church had been marked out with a 2m grid pattern and chairs positioned with a 2m space between them. A maximum seating capacity of 32 plus 6 volunteers/stewards had been identified. Nobody was allowed to enter when capacity was reached	Due to the social distance requirement being reduced and our new distance of 1.5m, our seating capacity is now 47 plus 6 volunteers/stewards. We do not anticipate exceeding this number over the summer holidays and so no pre-booking is needed. This will be reviewed again for September	Victor Salt Andrew Price Ian Dunphy	September 2021	
Car Park	Any user could meet one another & be too close & therefore catch Covid 19.	Low	No action yet taken	The car park steward will place cars in every alternate bay. Then fill in the gaps, the steward will stay outside the front door. We will have a second steward inside the front door to marshal the congregation whilst inside	Victor Salt	4 th July 2020 or start of public opening	

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				and they will be backed up by a third steward who will be in the middle of the building.			
Refreshments	Not Applicable as we will not be serving refreshments in the Church.	Low	Kitchen is currently closed	We will not be offering refreshments at this time. The kitchen will be closed.			
Children's church & Youth Church	Not Applicable as we are not planning to undertake Children's church or Youth Work at present.	Low	Children's church & Youth Church not meeting	Currently Children's church & Youth Church will not be offered.	Ian Dunphy Jo Czaja		

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Vulnerable groups	People with underlining health conditions, members of BAME community if PPE is not worn correctly or procedures are not followed	Medium	All personal decisions will be acceptable due to personal circumstance. We have a store of PPE on hand in case a member of this community needed it.	For any who are not comfortable with the reduced distance of the seating, we can change certain seat back to 2m distance. This will be communicated to everyone as they enter.	Stewards / Church Leadership	As people enter	Ongoing
The offering being accepted in the form of cash.	Anyone handling the cash if PPE is not worn correctly or procedures are not followed	Low	No offering is currently taken. All giving is be encouraged to be made via an online service, we have set up with Givt & Paythru & Standing Order. We have a facility for cash to be given via a	Current procedure will continue	Stewards / Church Leadership	Ongoing.	

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			<p>designated offering box at the rear of the building. At the end of the service it is counted by volunteers wearing gloves and a mask. The cash, pen and paper used will be placed in a box and locked away for no less than 72 hours before it is processed and banked. During the banking process, gloves and a mask are worn as well.</p>				

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Communal toilet facilities.	Anyone where there is insufficient cleaning of the toilet areas. Non-adherence to Social Distancing.	Low	Social distancing is maintained by signs only allowing 1 person at a time to access the rear toilets. An area to form a queue in the main room by the door leading to the toilets is indicated. The toilet in the foyer has markers on the floor to help form a socially distanced queue if necessary. Toilets will be cleaned between each service. The cleaning log of each bathroom will be displayed outside each bathroom	Our current procedure will be maintained	Stewards / Leaders	Ongoing	

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Refreshment of air in the building. Windows open during summer closed during winter	Any user. Air not being refreshed in order that any possible Covid 19 be expelled from the building.	Low	All windows in the main room are open while services take place along with the main door to encourage a flow of fresh air in the building. Windows & front door is left open after a service to refresh the air.	Our current procedure will be maintained	Stewards	Before every service	
Legionella	Any person drinking the water from taps that have not been used frequently or run for 5 minutes before use.	Low	No drinking of tap water is allowed. Sign are up to warn people and the kitchen is closed. Bottled water is provided	Our current procedure will be maintained.	Stewards	Ongoing	

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Contractors and visiting groups	Any visitors coming into the building who are not aware of our guidelines and not following them.	Low	Any visitors are instructed as necessary to follow our procedures. If they show any of the identified symptoms of Covid, then they will not be allowed access to the site.	Our current procedure will be maintained	Ian Dunphy or person dealing with visitor	ongoing	
Build-up of dirt	Any user if the building is not regularly cleaned thoroughly.	Low	The building received a deep clean when it re-opened and is cleaned after each use	Our current procedure will be maintained.	Alison Price	Start from 4 th July 2020	

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Creating a Covid-19 Safe Worship/Workplace

In line with government guidelines, EFGA is required to make sure that church buildings/workplaces are Covid-19 compliant. In order to do this, we are required to undertake a Covid-19 specific risk assessment by completing the grid for EACH of the hazards or risks that you identify.

Please refer to the guidance document 'Preparing to Reopen our Church Buildings and Facilities as well as the notes below, to assist you to complete the risk assessment. Should you need further advice, or help to complete this document, please email Olivia.Amartey@ElimHQ.NET or speak to your Regional Leader.

Column 1: What are the hazards? What are the main hazards or risks that you can identify? There is no right or wrong answer. Please list these as you identify them, even if they seem to be small ones

Column 2: Who might be harmed? I.e. church attenders, volunteers, staff, visitors? And what could happen as a result?

Column 3: What are you already doing? You may or may not have already taken measures to reduce the risk. I.e. working from home, removing seating in the main auditorium, installing sanitising stations. If you have not actioned anything then complete this section by saying 'no action yet taken'

Column 4: What further action(s) do you need to take? Please state here what you need to do to be Covid-19 compliant.

Column 5: Who needs to carry out the action? Please state WHO needs to assume the responsibility for carrying out these actions.

Column 6: When is this action needed by? Please be as specific as you can

Column 7: Date carried out: You will complete this section when the actions have been satisfactorily carried out.

What Next?

When you have completed the risk assessment by filling out the grids, you may wish to ask others in your team or leadership to have a look at it to see if you may have missed something.

Your Regional Leader may also wish to speak to you about your risk assessment and it would be useful to share this document with him.