

# **COVID-19 Risk Assessment for EFGA Churches**

**Church:**

City Church Liverpool

**Assessment carried out by:**

Sue Latham

**Date assessment was carried out:**

*9th July 2020*

# COVID-19 Risk Assessment for EFGA Churches

Date of next review:

September 2020

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 Risk Assessment for EFGA Churches

<b>Infection by Covid 19 through cross contamination by close contact and touching contaminated surfaces.</b>	Members of congregation, staff, vulnerable people groups such as elderly, pregnant women and ethnic groups		Suspension of all services and activities in the church while building is prepared for safety measures. Meetings presently by zoom, staff working from home	deep cleaning, reorganisation of seating, availability of masks and cleaning stations according to guidelines	City church leaders and risk assessment committee, welcome team	Sat 18th July	
Outside the building	Risk of bottleneck and crowding while waiting to access the building	Med	Pavement markers to maintain social distancing, welcome team member to take names for track and trace requirements	Steward on hand to remind people of procedures, put on mask	Welcome team, steward	Wed 29th July	
In entrance foyer of building	Risk of bottleneck while waiting to go upstairs	low	Access to masks	reminder to use hand sanitising liquid before entering main hall	welcome team , steward	wed 29th July	

## COVID-19 Risk Assessment for EFGA Churches

Doorway of meeting room	risk of bottleneck while looking for seat	low	Steward to escort member to seat depending on whether member is alone, a couple or member of family	ensure slow but steady flow into building	Welcome team or steward	Wed 29th July	
Meeting room	members of congregation	low	cones to mark out social distancing, masks worn, no singing, flags removed from room. Capacity reduced to 50 people max. windows open if possible exit by separate door , staggered times, led by stewards.	encouraging hand washing, sneezing into arm, careful disposing of masks and tissues	stewards		
	ministers	low	mask worn, speaking behind perspex screen	no handshakes or hugging, keeping social distancing, praying for people at a distance.	ministers		

## COVID-19 Risk Assessment for EFGA Churches

	communion	low	bread and wine put out available to congregation before meeting with easy access on empty seat in front	no sharing of cups or bread	leaders	sunday 2nd august	
refreshments	all members, cross-contamination	med	no refreshments served from central station	members encouraged to bring own drink for personal use if required	members	wed 29th July	
toilets	all members, cross-contamination	med	toilets marked clearly, signage to encourage thorough hand washing, using paper towels, also cleaning of all areas following use, e.g. hand basins, toilet handles, light switches	steward to police area to make sure toilet is ready for next person. one person at a time to enter toilet area	staff	wed 29th july	
toilets for children			parents to take children	children to be accompanied	staff	wed 29th July	

## COVID-19 Risk Assessment for EFGA Churches

spread of covid 19 during church activities and meetings	members and staff, vulnerable people and ethnic groups	low	preparing list of cleaning materials, hand sanitisers, gloves, paper towels signs and tape for floor	cleaning protocol followed and training of volunteers before opening to ensure procedures are understood	risk assessment team and leaders	Wed 29th July	
offering	risk of cross contamination	low	digital giving only at present	buckets available at exit, sealed and stored if necessary for 72 hrs plus	treasurer	sunday 2nd August	

# COVID-19 Risk Assessment for EFGA Churches

## 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](mailto: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?**

# **COVID-19 Risk Assessment for EFGA Churches**

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.