

Covid Risk Assessment

Company name: Hope Church Luton

Assessment carried out by: A Thompson

Date of next review: Ongoing

Date assessment was carried out: Sept 2020

The aim of this Risk Assessment is to ensure where possible the Hope Church Centre is Covid Secure in line with Government Guidelines as on 9th July

What are the hazards?	Who might be harmed and how?	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?	Done
Proximity to others	Building users increased chance of contracting virus.	One-way system in place with signage to ensure movement flow around building avoids, where possible, close proximity. Front door entry point, side door to steps exit. Bookings for groups using the building to have staggered start and finish times to avoid large queues on entrance and two queues forming at the same time. Building Manager to schedule.		Site team		Completed 7 th Sept Ongoing

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		<p>If staff or volunteers arrive during a group entry – staff member to wait until group has fully entered the building and entrance is free.</p> <p>Room capacity decreased to allow 2m social distancing. 1 m + distancing to be considered with a suitable risk assessment and rationale.</p> <p>Hall – 20 (25 for a morning service – 20 seated plus technicians) Community room – 6 Conference room – 2 Lounge and meeting room – 4 Top floor office areas – 5 Church leader’s office - 1</p> <p>Only the two single use occupancy toilets will be in use to ease traffic flow and cleaning requirements. The main toilet block with multiple toilets in one location will only be used for hand washing on</p>	<p>Capacity signs to be put on room doors</p>			<p>Ongoing</p> <p>Completed 7th Sept Hall capacity increase agreed 28th Sept</p>

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		<p>entry and will be managed by the door management system for groups.</p> <p>Desk areas in offices to be allocated and single user – no hot desking.</p> <p>Entry arrangements – floor marking for queueing. All groups and events to have door management in place to monitor arrivals and entry.</p> <p>Some areas out of use, other than for staff or a named team, to avoid high use contact points: Kitchen and Kitchenette. Staff guidelines in place for high touch items.</p> <p>No refreshments will be available for groups hiring the building. A separate risk assessment will be undertaken for Open House.</p>	<p>Water and kettles to be available on request</p>			<p>Completed 7th Sept</p> <p>7th September</p> <p>Ongoing</p> <p>7th Sept</p> <p>Ongoing</p>

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		Groups using the building to have seating arrangements to allow for social distancing – to be included in group risk assessments.				Ongoing
Airborne virus spread	Building users increased chance of contracting virus.	<p>Ventilation – Building users to be advised windows should be open at all times in rooms being used.</p> <p>All doors other than fire doors to be propped open when in use to improve ventilation and reduce touch hazard.</p> <p>Building users to be made aware through signage that ceiling fans in main hall not to be operated. Staff to be made aware that portable fans should not be brought in to the building and used.</p> <p>No singing to be permitted in the building other than for the recording of worship where up to three singers will be positioned 2m from other musicians</p>	<p>Signs put up in all areas</p> <p>To be reviewed by</p>			<p>Completed 7th Sept</p> <p>Ongoing</p> <p>7th Sept</p> <p>In place</p>

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		<p>and facing away from others. No audience to be in place when recording occurs.</p> <p>No wind instruments to be used.</p> <p>Face coverings to be at the discretion of the individual building users for community use, but in place for church meetings. Use of Face coverings to be monitored on advice. — NOW UPDATED</p>	<p>leaders for October</p> <p>Face coverings to be used in the building for church and community activities apart from those with a valid exemption – signage on door.</p>	<p>Signage – site team Compliance group leaders</p>	<p>September 2020</p>	<p>Signage in place compliance monitored</p>

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<p>Virus spread through lengthy contact or increased social contact</p>	<p>Building users increased chance of contracting virus.</p>	<p>All groups to keep indoor meeting time to minimum.</p> <p>Staff will be expected to bring their own lunch and to eat it following indoor guidelines – only two households to meet indoors and 2m social distancing to be in place.</p> <p>Social contact between more than two household or bubbles to be discouraged by:</p> <ul style="list-style-type: none"> • Encouraging prompt exit from the building • Spaced seating arrangements • Meeting format ensuring limited contact. <p>Virtual meetings and streaming of services to continue for the foreseeable future.</p>	<p>New guidance states people must not mingle with more than 6 people indoors or outside (other than those they live with)</p>			<p>Ongoing</p> <p>Explained to staff team 7th Sept Ongoing</p> <p>Ongoing</p>

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<p>Virus spread through poor personal hygiene.</p>	<p>Building users increased chance of contracting virus.</p>	<p>All building users to be expected to wash hands on entry to the building. It will be the responsibility of the allocated door manager for groups to inform and manage on entry. For staff and there will be signage at the entry door to remind them of rules.</p> <p>Hand sanitising stations to be put in key points – lower lobby, first floor lobby and upper office area.</p> <p>Hand sanitisers to be put in each room.</p> <p>Foot operated bins for tissues to be put in each room – double bagged and emptied regularly.</p> <p>Signage to encourage hand washing to be place in all toilets and other key areas.</p>				<p>Ongoing</p>
<p>Virus spread through poor cleaning</p>	<p>Building users increased chance of</p>	<p>All soft furnishings and shared items to be marked out of use other than desk chairs in offices where single use occupancy designated.</p>				<p>Completed by 7th Sept</p>

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	contracting virus.	<p>Staff duties to be reallocated to allow for twice daily cleaning of toilets and high touch surfaces.</p> <p>A new cleaning schedule to be drawn up identifying precise routines. Staff to be informed. Site manager to monitor cleaning being carried out to specification.</p> <p>Rooms to be cleaned by hirers between clients, if required, during the day – details to be included in their risk assessment.</p> <p>Rooms to be cleaned between use by different hirers or groups by site manager as required if this is required before the normal cleaning schedule, for example when two different groups are using a space during a day.</p> <p>Life groups and other church building users to clean high touch items in areas used before leaving.</p>	High touch items being cleaned three times a day			<p>New systems in place by 7th Sept</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p>

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		<p>Kitchette high touch items to be cleaned by staff after use. High touch items include fridge, kettle and photocopiers.</p> <p>Building to be closed following a symptomatic person or a confirmed Covid case. Building areas effected to be deep cleaned with appropriate cleaning materials and PPE following government guidance - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				<p>Staff informed 7th Sept</p> <p>Staff informed 7th Sept</p>
Community spread of virus	Wider community	To enable PHE Track and Trace to follow up any confirmed Covid cases or outbreaks all groups to record name and contact details of members at entry point. Records to be given to Hope Church Office on that day and will be retained for 21 days.	QR code to be displayed at entry point to enable electronic recording			Paper forms from 7 th Sept and QR from 24 th September

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		<p>To enable NHS Test and Trace to follow up any confirmed Covid cases or outbreaks staff and volunteer use of the building to be recorded by Hope Church Office and kept for 21 days. Staff or volunteers to inform Office on arrival and departure.</p> <p>All groups to be given instructions on what to do and who to inform in the case of a confirmed Covid case.</p>				Ongoing
<p>Groups using the building in an unsafe fashion</p>	<p>Building users increased chance of contracting virus.</p>	<p>All groups using the building to complete their own risk assessment that is in line with the whole church risk assessment. This risk assessment to be given to the Hope Church Office before the building is used.</p> <p>All risk assessments must show a named person responsible, entry arrangements and measures for social distancing.</p>	<p>A file containing RA to be held by central office.</p>			<p>Ongoing</p> <p>File in office 14th September</p>

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		<p>Groups that will need to complete a risk assessment to include: Life groups – Tony / Mike Four o'clock service – Linda / Sarah Youth Service – Linda Recording / Streaming team – Mike / Luke Lettings – individual hirers Open House – Linda / Sarah</p>				