

Covid Risk Assessment

Company name: Hope Church Luton

Assessment carried out by: A Thompson

Date of review: Sept 21 , previous review July 21, April 21
Sept 20

Date assessment was first carried out:

The aim of this Risk Assessment is to ensure where possible the Hope Church Centre is Covid Secure in line with Government Guidelines. In the case of lockdowns the centre will follow government, rules and shut as prescribed making some of these precautions redundant until the centre is reopened.

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.	Other than for Sunday Services, a 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. For Sunday services the side entrance will be used for entry and exit – this will avoid the narrow front entry point becoming overwhelmed. Since entry and exit occur at		Site team		Updated Sept 21 Ongoing

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
		<p>different points risk is thought to be mitigated.</p> <p>For Sunday Services systems will be put in place to ensure when kids and youth go for their groups movement will be orderly and not lead to congestion and increased proximity.</p> <p>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.</p> <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>Capacity signs to be put on room doors</p>			<p>Ongoing</p> <p>Completed 7th Sept Hall Capacity increased after first service by 5 to 30 – 12th April, to 70 in July and to 100 in September</p>

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
		<p>Room capacity decreased to allow social distancing. The list below indicates capacity for adult use and for room hire. Room capacity for kids and youth work will be determined in the groups' risk assessments and the numbers below do not apply.</p> <p>Hall –30 (100 for morning services) Community room – 8 Conference room – 4 Lounge and meeting room – 4 Top floor office areas – 5 Church leader's office - 2</p> <p>Toilet capacity will be increased from September 21 Desk areas in offices to be allocated and single user – no hot desking.</p>	<p>Hall capacity to be kept under review</p>			<p>Update Sept 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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
		<p>Groups using the building encouraged to have seating arrangements to allow for social distancing – to be included in group risk assessments.</p>				
<p>Airborne virus spread</p>	<p>Building users increased chance of contracting virus.</p>	<p>Ventilation – Building users to be advised windows should be open at all times in rooms being used.</p> <p>All internal doors, other than fire doors, to be propped open when a room is 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</p>	<p>Signs put up in all areas</p>	<p>All groups to be notified by building manager</p>		<p>Completed 7th Sept 20</p> <p>Ongoing</p> <p>7th Sept 20</p>

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
		<p>should not be brought in to the building and used.</p> <p>Face Coverings to be encouraged when people enter and are moving around the building. Face coverings are advisory for the duration of the Sunday services when larger numbers gather and there is singing.</p> <p>On a Sunday morning, singers and those speakers who take part unmasked are advised to take a lateral flow test before taking part in the service.</p> <p>On a Sunday morning the band and the participants will be set up at least 2m from the congregation</p>				<p>Updated for July 21</p>

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
		No wind instruments to be used.				
Virus spread through lengthy contact or increased social contact	Building users increased chance of contracting virus.	<p>All groups to consider length of meetings and to avoid members hanging around inside more than is necessary.</p> <p>Safe practice for social contact to be considered for all activities, with the following mitigations considered by organisers:</p> <ul style="list-style-type: none"> • Encouraging prompt exit from the building • Spaced seating arrangements • Meeting format ensuring limited contact. • Ventilation • Wearing face coverings 				<p>Ongoing</p> <p>Ongoing</p>

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
		Virtual meetings and streaming of services to continue for the foreseeable future.				
Virus spread through poor personal hygiene.	Building users increased chance of contracting virus.	<p>Hand sanitiser to be made available at entry points to the building.</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 – emptied regularly.</p> <p>Signage to encourage hand washing to be place in all toilets and other key areas.</p>				Ongoing

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
<p>Virus spread through poor cleaning</p>	<p>Building users increased chance of contracting virus.</p>	<p>Staff duties to be reallocated to allow for at least twice daily cleaning of toilets and high touch surfaces.</p> <p>The cleaning schedule to be regularly reviewed to identify precise routines related to use 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</p>	<p>High touch items being cleaned three times a day</p>			<p>System reviewed for Sept 21 Ongoing</p> <p>Ongoing</p> <p>As required</p>

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
		<p>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> <p>Kitchenette high touch items to be cleaned by staff after use. High touch items include fridge, kettle and photocopiers.</p> <p>Building may be closed following a confirmed Covid case, dependant of time lapse between the use and notification. Where over 48 hrs have elapsed since the infected person was in the building it is to be hoped that the regular routine cleaning will</p>				<p>Staff to be reminded Sept 21</p> <p>Sept 21</p>

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
		<p>suffice. When notification is timely, building areas effected will be deep cleaned with appropriate cleaning materials and the rooms used will be well aired.</p>				
<p>Community spread of virus</p>	<p>Wider community</p>	<p>To enable PHE Track and Trace to follow up any confirmed Covid cases or outbreaks all groups to be given the opportunity to log in with a QR code .</p> <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>QR code to be displayed at entry point to enable electronic recording</p>			<p>Sept 21</p> <p>Ongoing</p>

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
		All groups to be given instructions on what to do and who to inform in the case of a confirmed Covid case.				
Groups using the building in an unsafe fashion	Building users increased chance of contracting virus.	<p>All external 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 should show a named person responsible, entry arrangements and measures for social distancing.</p> <p>Some Hope Church groups may need an additional Risk Assessment – if in doubt please contact Hope Church office for clarification</p>	A file containing RA to be held by central office.			Ongoing

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