

# 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

**Date assessment was first carried out:** Sept 20

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
<b>Proximity to others</b>	Building users increased chance of contracting virus.	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 different points risk is thought to be mitigated.  For Sunday Services systems will be put in place to ensure when kids and youth go for their groups	One way system is removed as access to main toilets becomes more necessary with increased use.	Site team		November 21  Ongoing  Ongoing

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		<p>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>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</p>				<p>Completed 7<sup>th</sup> Sept Hall Capacity increased after first service by 5 to 30 – 12th April, to 70 in July and to 100 in September</p> <p>Update Sept 21</p>

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		<p>assessments and the numbers below do not apply.</p> <p>Hall –30 (100 for morning services)            Community room – 12            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>Groups using the building encouraged to have seating arrangements to allow for social distancing – to be included in group risk assessments.</p>	<p>Capacity signs to be put on room doors</p> <p>Hall capacity to be kept under review</p>			<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p><b>Airborne virus spread</b></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 should not be brought in to the building and used.</p> <p>Face Coverings to be encouraged when people enter and are moving</p>	<p>Signs put up in all areas</p>	<p>All groups to be notified by building manager</p>		<p>Completed 7<sup>th</sup> Sept 20</p> <p>Ongoing</p> <p>7<sup>th</sup> Sept 20</p> <p>Updated for July 21</p>

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		<p>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>No wind instruments to be used.</p>				



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<b>Virus spread through poor personal hygiene.</b>	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
<b>Virus spread through poor cleaning</b>	Building users increased chance of contracting virus.	Staff duties to be reallocated to allow for at least twice daily				System reviewed

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		<p>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 schedule, for example when two different groups are using a space during a day.</p>	<p>High touch items being cleaned three times a day</p>			<p>for Sept 21 Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>Staff to be reminded Sept 21</p>

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		<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 suffice. When notification is timely, building areas effected will be deep cleaned with appropriate cleaning</p>				Sept 21

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		materials and the rooms used will be well aired.				
<b>Community spread of virus</b>	Wider community	<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>All groups to be given instructions on what to do and who to inform in the case of a confirmed Covid case.</p>	QR code to be displayed at entry point to enable electronic recording			<p>Sept 21</p> <p>Ongoing</p>

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<p><b>Groups using the building in an unsafe fashion</b></p>	<p>Building users increased chance of contracting virus.</p>	<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>	<p>A file containing RA to be held by central office.</p>			<p>Ongoing</p>