

Re-opening of Parr Street Church to public meetings: risk assessment

Assessment carried out by: Edwin Addison & John Edmondson (trustee/elders)

Date of next review: 15th Dec 2020 Date assessment was carried out: 8th Dec 2020

"Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God." Philipians 4:6

Before considering and carrying out this risk assessment, please pray and rest in the Lord's good rule.

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
Sharing office space	Staff and volunteers : transmission of COVID-19 virus	Staff (Paul Baxendale, Joel Higson, Simon Gregory and Hannah Boadle) working from home but also using office / meeting space at Parr St. with staff meetings socially distancing in available space.	Continue to check & assess information and guidance from government Communicate significant changes for guidance of staff and volunteers Ensure 2m distance is kept whenever more than one person is on church premises	Trustees to monitor guidance	Rolling action	Done

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<p>Food preparation and Communion</p>	<p>Food preparers Food and consumers: transmission of COVID-19 virus</p>	<p>No food is prepared for mass consumption on premises</p> <p>Communicate with the church family that food and drink will not be provided at public gatherings</p> <p>Regular users (staff and volunteers) asked to limit use of kitchen</p> <p>Kitchen only currently used to store and chill food waiting for distribution</p>	<p>See below entry for communion considerations</p> <p>Preparation to be done by Sheila Smith taking strict hygiene precautions. Bread individual pieces to be cut from a single loaf. Wine to be poured into individual cups as normally done.</p> <p>Both bread & wine to be placed in glass disposable bowl (two portions per bowl) and covered with clingfilm to prevent contamination until the time of communion. Three bowls to be placed on trays, one tray for each row of 9 seats.</p> <p>Bowls to be placed under seats for removal by cleaning team.</p>	<p>Trustees to monitor and give guidance</p> <p>Elders to monitor safe and meaningful communion administration</p> <p>The person officiating will avoid speaking over the elements.</p> <p>Instruction for hygienic handling and social distancing to be given to servers, the congregation and cleaners.</p>	<p>From Sunday 13th December...</p> <p>Elders agreed that it is important that the whole church celebrates 'the Lord's Supper' again now that it is possible for the whole church to gather as congregations of around 50 to 'remember the Lord...' and celebrate Christ's saving death for us in communion.</p>	

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<p>Live Sunday Gatherings with Tier 2 rules</p> <p>The main hazard is catching or spreading Coronavirus around our congregation.</p> <p>We aim to avoid this by prayer, watchfulness and keeping the Government guidelines as far as is possible when entering, being together, and exiting the Parr Street Church building</p>	<p>Any users of the building: transmission of COVID-19 virus</p>	<p>Seating plan to maintain 2m distancing. Everyone briefed that masks are mandatory. Health and Safety briefings to monitor 'COVID Secure' plan with stewards. Health enquiries on arrival with a record taken of every attendee & kept for 21 days including seating position on request then quarantined for 48 hours. No conversation in the building.</p>	<p>Stewards assigned to street outside, foyer and hall. Arrival/departure carefully controlled by stewards with extra vigilance about people displaying symptoms 2m social distancing to be maintained at all times. Only people speaking or singing at the front will be exempt from wearing a face covering to protect vulnerable attendees. Preacher, singer and readers positioned 3m away from closest person. A supervised orderly exit row by row overseen by designated steward ... <i>no stopping for chatting after leaving seats until outside the building and then only in very small groups and with social distancing.</i></p>	<p>Trustees to assign & insist on everyone following the guidance of stewards Designated people to sanitise before and after. We provide spare close-fitting masks along with the antiviral gel. There will be a quick tidy & clean with sanitising spray taking about 10 mins between multiple meetings or 20 mins when setting up for communion.</p>	<p>Before the doors are opened for a meeting to take place... Give advise to dress accordingly as heating will not be so hot because some windows will be opened sufficiently for some ventilation. Named cleaner to sanitise all surfaces that could be touched in-toilets, entrance and hall. before and after.</p>	

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<p>Food distribution</p> <p>Neighbourly – “Parr Street Feeds People”</p>	<p>Food deliverers Food collectors : transmission of COVID-19 virus</p>	<p>Social distancing at 2m if more than one person in the building</p> <p>Communicate with the church family that care must be taken when entering the building</p> <p>Regular checks on food in the kitchen and fridge</p> <p>Old food removed and taken out of use</p>	<p>Monitor daily and clean all food surfaces and provide hand washing and distancing signage and masks to be worn if collecting food.</p>	<p>Elaine Addison</p> <p>Lucy Higson set up team for daily collection / distribution during Covid lockdown from 2/4/20 with regular monitoring.</p>	<p>ongoing</p>	<p>Done</p>

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<p>Shared communal space</p>	<p>Any attendees: transmission of COVID-19 virus</p>	<p>A seating plan has been established to maintain effective social distancing</p> <p>Daily monitoring of government guidance on COVID-19 security</p> <p>A Venue Manager (Edwin Addison - assisted by Dave Smith & Catherine Johnson) assigned to ensure Every event is covered with appropriate execution of risk assessment</p>	<p>Attendance at meetings limited to ensure effective social distancing</p> <p>A sounding of church family is to be taken by 12/7/20 to ascertain likely numbers attending for first public meeting</p> <p>Elders may plan for a multi-meeting model of church and Livestream church to be continued if possible for those for whom attendance may present health risks</p> <p>Disposable PPE provided for cleaning purposes and suitable hand/surface-sanitisers, eg anti-viral sprays and sanitiser gels</p> <p>Regularly monitor government guidance and apply as deemed appropriate.</p> <p>Venue Manager on hand for queries and guidance</p>	<p>Fiona Edmondson to arrange purchase of products with in consultation with Jane Baxendale</p> <p>Elders to communicate seating plan with stewards</p> <p>Elders to communicate systems with the church in comprehensive way before the first gathering in the church building</p>	<p>3 July 2020</p>	

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Use of communal Bibles	Any attendees: transmission of COVID-19 virus	<p>Congregation can use church Bibles then leave on the seats for quarantine over the following 2 days.</p> <p>(removed from use by cleaning team after 9.30 gathering)</p>	<p>Regularly monitor government guidance and apply as deemed appropriate</p> <p>Bibles will be available on request. These will then be left on seats and not re-used within the advised 48 hour period</p> <p>Consider projected all Bible text, as per video stream</p>	<p>Trustees / elders</p> <p>Elders to communicate systems with the church in a briefing before first gathering</p>	<p>August 23rd 2020</p> <p>Rolling action</p>	
Use of lectern	All attendees: transmission of COVID-19 virus	Multiple lecterns may be available if livestream allows. If a single lecture is used then hands to be sanitised by every user	<p>Regularly monitor government guidance and apply as deemed appropriate</p> <p>All touch-spots will be cleaned between meetings</p>	<p>Trustees / Elders to communicate systems. Leader reader preacher etc should observe strict hand hygiene if using the same lectern</p>	<p>August 23rd 2020</p> <p>Rolling action</p>	

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Furniture and fittings	All attendees: transmission of COVID-19 virus	Seating plan established for effective social distancing	<p>Each person assigned their own seat 3 seats from the next person or in adjacent seats if with same household – they must stay in their support bubble.</p> <p>All furniture and fittings cleaned with appropriate products between meetings if 48 hrs have not elapsed since last used.</p> <p>'Touch spots' will be identified by the Venue Manager and cleaning team</p>	Trustees to communicate systems with the church in a briefing / "video walk through" before the first gathering	Rolling action	

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Toilet use	Any attendees: transmission of COVID-19 virus	Toilets are cleaned regularly	<p>Toilets must remain open for use.</p> <p>Floor areas near toilets should not be a waiting area - 2m distancing must be adhered to.</p> <p>Toilets stewarded to ensure two people cannot enter the space at the same time except for example a parent and young child</p> <p>Suitable cleaning products present in all toilets</p> <p>Trustees communicate with church family appropriate, limited use of toilet areas</p> <p>Toilets cleaned between meetings as well as spot cleaned as needed.</p>	<p>Trustees to communicate systems with the church before first gatherings</p> <p>Venue Manager to put up relevant signs on hand washing and distancing.</p>	<p>July 5th 2020</p> <p>Rolling action</p>	

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Singing	Any attendees of public gatherings : transmission of COVID-19 virus	Congregational singing is not planned in the coming weeks	Regular review of government advice Singing thankfully in our hearts (humming also permitted) until the rules are eased and the eldership can allow appropriate changes! However – small singing groups can sing at the front with 3m distance to congregation.	Elders and singing group leaders Elders to communicate systems with the church before the first gathering	Rolling action	

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<p>On-Street Carol Singing outside</p>	<p>Musicians singing Christmas Carols in public, and anyone listening or walking past:</p> <p>transmission of the COVID-19 virus</p>	<p>Social distancing for musicians and general public at all events; and Alerting everyone in the neighbourhood to sing or listen either at their front door, garden or at another specified place where social distancing can take place.</p>	<p>Ask one person in the team to act as marshal to give appropriate reminders for keeping safe.</p> <p>Monitor government guidance for when rules change.</p>	<p>Elders</p> <p>Elders to communicate systems with all musicians which will not be more than 6 people at any event.</p>	<p>Rolling action</p>	